SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: GROUNDS MAINTENANCE SUPERVISOR

SUMMARY DESCRIPTION

Under the general direction of the Director of Facilities, Operations, and Planning, supervise and coordinate the services and activities of the District's Grounds Maintenance program including the various technical and practical aspect of ornamental landscaping, sports field maintenance, arboriculture, concrete and other hardscape installation and repair , trash collection, green waste recycling, potable and reclaimed irrigation water systems operations, maintenance, repair, and consumption management, pesticide application, storm water pollution prevention (SWPP) installation and maintenance of Best Management Practices (BMPs), pest and vermin control, and open space vegetation control; maintain a safe and effective working environment including to oversee safety operational training; and perform the more technical and complex tasks relative to assigned area of responsibility.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Coordinate the organization, staffing, and operational activities for various grounds maintenance program functions, services, and activities including: ornamental landscaping, sports field maintenance, arboriculture, hardscape installation maintenance, and repairs, trash collection, green waste recycling, potable and recycled water systems operations and consumption management, pesticide application, storm water pollution prevention (SWPP) Best Management Practices (BMPs), pest and vermin control, and open space vegetation control. ***E***

2. Establish schedules and methods for providing grounds maintenance services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly. ***E***

3. Direct, coordinate, and review the work plan for grounds maintenance services and activities; assign work activities and projects; monitor work flow; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems. ***E***

4. Participate in the development of grounds maintenance goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures; participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures. ***E***

5. Participate in the selection of grounds maintenance personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures. ***E***

6. Assist in the planning of grounds projects including formulating plans and estimating material and labor costs for projects; develop scopes of work, order services through requisition process, provide assistance and technical information related to outside contracted work. ***E***

7. Provide technical and practical leadership, guidance, expertise, and support to District staff regarding grounds maintenance services, activities, and programs. ***E***

8. Supervise ornamental landscaping activities; diagnose and resolve plant and soil problems; diagnose relationships among soil, nutrients, and plants; provide for pest management, fertilization, and renovations; prepare and select plant sites. *E*

9. Supervise sports field maintenance activities according to established regulations and methods; maintain natural and artificial turf; determine turf quality and pliability for particular sports; oversee the utilization of specialized mowing and artificial turf equipment and methods. ***E***

10. Supervise technical and practical aspects to irrigation system construction, installation, maintenance, and repair; provide advice and assistance regarding the programming of computerized irrigation controllers. ***E***

11. Coordinate the District's pesticide management program; ensure staff is properly trained in the safe handling, application, and storage of pesticides; obtain all necessary permits; schedule and coordinate pesticide applications; ensure compliance with environmental restrictions and regulations and submit required reports to controlling agencies; ensure proper storage and disposal of chemicals; provide training in and ensure appropriate first aid treatment; provide training in chemical spill containment and ensure containment of chemical spills in grounds shops stores and field sites. ***E***

12. Oversee the installation, repair, and maintenance of Best Management Practices (BMPs) in accordance with the Districts storm water pollution prevention (SWPP) program; ensure compliance with Federal and State storm water restriction regulations and best management practices for all campus areas including developed, cultivated, parking lots, and open space. ***E***

13. Oversee and participate in the vegetation recycling program (green wastes); trim and remove excess growth from plants, trees, and turf; stockpile materials; chip wood materials and recycle into planters and other areas; aerate debris from decomposition or stockpile for green waste recycling pick up. ***E***

14. Oversee open space vegetation control for all fire safe zones at all District facilities. ***E***

15. Oversee and participate in the performance of hardscape and concrete construction, repair; excavate, grade, form, pour, finish, and grind concrete; install bricks and blocks. ***E***

16. Research various aspects of water management; provide advice, direction, and assistance to staff regarding water management; coordinate water survey; inspect for water waste; maintain specified precipitation rates. ***E***

17. Prepare requisitions for needed grounds maintenance materials supplies, equipment, and contract services; prepare budget requests; maintain inventory to assure proper stock levels and order repair parts, materials, supplies, and equipment as needed. ***E***

18. Operate, maintain, and repair various grounds maintenance equipment, vehicles, and tools. ***E***

19. Maintain records concerning operations and programs; prepare reports on operations and activities. ***E***

20. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

Operations, services, and activities of a grounds maintenance and landscaping program.

Tools, equipment, supplies, and methods used in grounds maintenance work including in the areas of ornamental landscaping, sports field maintenance, arboriculture, concrete construction and repair, trash collection, potable and recycled water systems and consumption management, irrigation system installation and repair, pesticide application, Best Management Practices for storm water pollution management, and open space vegetation control.

Principles and techniques of supervision, training, and performance evaluation.

Project management principles.

Basic principles and practices of budget preparation and administration.

Principles and procedures of record keeping.

Inventory methods and practices.

Principles of business letter writing and basic report preparation.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Pertinent federal, state, and local laws, codes, and regulations including applicable OSHA safety regulations.
Occupational hazards and standard safety practices.

Ability to:
Plan, coordinate, and implement assigned grounds maintenance operations and activities including ornamental landscaping, sports field maintenance, arboriculture, concrete construction and repair, trash collection, green waste recycling, potable and recycled water systems and consumption management, irrigation system installation and repair, pesticide applications, storm water pollution prevention BMPs, and open space vegetation control.
Supervise, organize, and review the work of assigned classified staff.
Select, supervise, train, and evaluate staff.
Plan and organize work to meet changing priorities and deadlines.
Estimate time, material, and labor costs for grounds maintenance and repair projects.
Provide technical expertise and guidance to District personnel concerning grounds maintenance matters.
Develop and implement effective grounds maintenance programs including preventative maintenance programs.
Recommend and implement goals, objectives, policies, and procedures for providing grounds maintenance services and activities.
Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations relating to grounds maintenance operations, services, and activities.
Read, interpret, apply, and explain pesticide labels, rules, regulations, policies, and procedures.
Participate in the preparation and administration of assigned budgets.
Operate and maintain a variety of light and heavy grounds maintenance hand and power tools, equipment, and vehicles.
Understand and program state-of-the-art controllers for maximum water control.
Maintain records and prepare reports.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Ensure adherence to safe work practices and procedures and observe health and safety regulations.
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school supplemented by college-level course work in horticulture or related field and five years of grounds maintenance experience.

LICENSE OR CERTIFICATE

Valid California driver's license and a safe driving record.

Possession of, or ability to obtain within the first six months of employment, a valid Pesticides Applicator's Certification.

Membership and participation in sports turf associations or society is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in an outdoor field environment; travel from site to site; exposure to potentially hazardous chemicals, noxious weeds and plants, pollens, insect stings, noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; works near moving mechanical parts; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

Physical: Primary functions require sufficient physical ability and mobility to work in a field environment; walk and stand for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; dexterity of hands and fingers to operate specialized hand and power tools and equipment; operate assigned equipment and vehicles; verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

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