

**GROUNDS SUPERVISOR**

| **Reports to:** | Director, Facilities |  |  |
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| **Dept:** | Grounds | **Range:** | 30 |
| **FLSA:** | Exempt | **EEO:** | Service and Maintenance |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

### BASIC FUNCTION:

Under direction, plan, organize and supervise the staff, operations and maintenance functions of the grounds department at all District sites; plan, coordinate and assist in new construction, site improvements, reno­va­tions and rehabilitation of district sites while ensuring sustainability and responsible water consumption; assist in developing and monitoring the budget; and perform related duties as assigned.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Plan, supervise and evaluate the work of grounds staff at district sites; Assign work requests and repair tickets to appropriate department staff; conduct site walks and inspect work performed.
2. Ensure that all department personnel are properly trained in the safe operations of equipment, coordinate the routine maintenance of the equipment. Develop, implement and monitor grounds objectives and service standards; participate in developing, implementing and evaluating departmental plans, processes and procedures to achieve assigned unit objectives.
3. Prepare and maintain a variety of records and reports, maintain all records of waste generation, including green waste, landfill diversion and recycling efforts; file all required regulatory reports and schedule refuse abatement work to ensure timely collection of recyclable materials.
4. Prepare and maintain a variety of records and logs for regulatory agencies including inspection forms for ADA compliance and work performed, pesticide training and Safety Data Sheets (SDS) for all chemicals in inventory and chemical spray applications. Report and coordinate the mandated inspections and preventative maintenance records of the inspections; coordinate and conduct mandated annual pesticide safety training.
5. Manage the underground utilities operations; coordinate all construction, maintenance, inspection and repairs for all fire mains and systems, storm drain systems, irrigation controllers, mains, systems, and irrigation electrical.
6. Plan, select, schedule, coordinate and monitor the work of contractors or service providers; coordinate work with contractors and internal departments.
7. Consult and coordinate with other district departments and personnel to provide for their needs, coordinate with various governmental agencies as the district’s point of contact; serve as district representative, attend appropriate meetings, consult and coordinate with architects, engineers, construction management companies and internal and external organizations.
8. Supervise grounds maintenance crew in campus clean-up projects, and assist in special events projects as required.
9. Responsible for the oversight of the department’s operational budget, tracking and reporting of all expenditures, procurement of all materials and equipment, utilization of assigned Local Deferred Maintenance and Scheduled Maintenance budgets; provide input and monitor performance against the annual departmental budget.
10. Utilize computerized inventory and financial systems to make purchases and other expenditures in accordance with district procedures; prepare and assemble specifications for service contracts; order and maintain equipment, supplies and materials.
11. Oversee the care and maintenance of the turf, ornamental plants, shrubs, trees and wetlands on the facility grounds; direct and assist the staff on the planting of new vegetation, the replacement, spraying, pruning and trimming of trees and shrubs, the preparation of soil plant beds for aesthetically pleasing drought resistant plant selection.
12. Manages an aggressive water conservation usage plan and irrigation systems as well as oversight of the district’s weather station based centralized irrigation system; direct water conservation efforts and assist with district water needs, consumption and conservation.
13. Manage all district roadways, parking lots, driveways, walkways, ramps, stairs, hardscapes, and coordinate all of their construction, maintenance, repair and operational needs; ensure compliance with mandated accessibility according to the Americans with Disability Act (ADA) regulations.
14. Coordinate with architects, engineers, construction management companies and internal and external organizations in the planning of both in house projects, small to medium construction projects and major capital construction projects; assist in the preparation of site-specific plans for land use and development, review project plans, landscape reports, specifications and/or construction drawings; Direct and oversee construction, installation, maintenance and repair of all exterior landscape, hardscape, roadways, parking lots, utility easements and undeveloped areas participate in new construction, modernization, site improvement, renovation and rehabilitation planning for all district sites.
15. Ensure compliance with all required governmental regulations; ensure compliance with all safety regulations as well as compliance with all federal, state and local environmental laws and regulations pertaining to the handling and disposal of pesticides, hazardous materials and hazardous waste.
16. Ensure district compliance with laws, policies and regulations regarding prevention of illicit discharges from sensitive wetlands and storm drain systems, all fire water systems, central irrigation pumps and their associated control systems; coordinate the annual inspection process of backflow prevention devices; ensure compliance with all Storm Water Pollution Protection (SWPP) regulations.

**Other Duties:**

1. Oversee the District’s solid waste and recycling programs and associate reporting requirements.
2. Oversee the District’s Storm Water Pollution Prevention programs.
3. Coordinate leased use of district sports fields by community organizations; establish rules and regulations for usage; assess damage and/or liability from rules infractions and determine consequences.
4. Respond to emergencies as a member of the campus Emergency Preparedness team; assign work to staff and volunteers during emergencies.
5. Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

1. Principles, methods, terminology and practices used in landscape maintenance, including maintenance of soil, turf, plants, shrubs and trees.
2. Construction practices, codes and laws/regulations governing applicable trades, including grading, demolition, site preparation, landscape construction, asphalt, concrete, pipeline/pipefitting, irrigation installation, signage and electrical.
3. The use and operation of all equipment used in maintaining large landscaped areas, sports fields and campus grounds.
4. Plant identification with an emphasis on California native and drought tolerant plants.
5. Landscape management practices with an emphasis Integrated Pest Management (IMP) plan.
6. Principles and practices of landscape architecture and irrigation design and construction, including site planning, installation, irrigation, repair and maintenance.
7. Safety, access and environmental regulations, laws and practices governing landscape construction and maintenance activities and related potential employee, public and environ­­mental impacts and their mitigation.
8. District practices and procedures for budgeting, purchasing and maintaining public records.
9. Principles and practices of effective supervision.

### ABILITY TO:

Plan, supervise, assign, review and evaluate the work of staff.

Develop and implement appropriate procedures and controls.

Represent the district effectively in dealings with vendors and contractors.

Plan, schedule, inspect, oversee and repair and/or maintain of all district landscapes including all plant materials, sports fields, hardscapes, utility easements and undeveloped areas.

Operate, maintain, repair and train others on the use of tools/equipment used in grounds maintenance.

Oversee and participate in the development and implementation of a pest control program responsible for the grounds, landscapes and building exteriors utilizing an Integrated Pest Management (IPM) program.

Review, analyze and interpret plans, specifications and maps for conformance with district standards and policies; enforce specifications, workmanship and materials requirements as provided in assigned contracts and service agreements.

Communicate effectively, both orally and in writing. Understand, interpret, explain and apply applicable laws, codes and regulations. Operate a computer and standard business software.

Work from blueprints, shop drawings and sketches; read schematic drawings and technical materials.

Perform journey-level trade work in the installation/maintenance of landscapes and grounds.

Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, and ethnic and disability issues.

### EDUCATION AND EXPERIENCE:

Graduation from an associate degree program in horticulture, landscape management or a related field, and six years of related work experience, at least two of which were at a lead level; or an equivalent combination of training and experience. Experience in a public agency is preferred.

**LICENSES AND OTHER REQUIREMENTS:**

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

Qualified Applicator’s Certificate issued by the California Department of Pesticide Regulation is required and must be maintained as a condition of employment.

Backhoe safety training and forklift safety training.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Lead Groundskeeper, Grounds Maintenance Specialist SEC, Refuse and Recycling Worker, Irriga­tion Specialist, and Gardener/Groundskeepers.

**CONTACTS:**

District administrators, faculty, staff, students, other college and community organizations, vendors, contractors, architects, engineers, construction management companies and various governmental agencies and the general public.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Moderate to heavy physical labor with constant standing and walking for extended periods; walking over rough or uneven surfaces; frequent pushing, pulling, lifting and carrying of heavy objects weigh­ing up to 50 pounds; frequent bending, stooping and kneeling; repetitive use of upper extremi­ties on a regular basis; manual dexterity to safely operate motorized equipment and vehicles; ability to operate district vehicles including gas and electric carts to travel to various locations on campus; ability to travel to a variety of locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and com­munications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to effectively work alone or as a crew member; ability to work effectively under pressure on a variety of tasks concurrently while meet­ing established deadlines and changing priorities.

**WORKING CONDITIONS:**

Indoor and outside environment; exposure to weather conditions including rain and extreme heat; exposure to sun for extended periods of time; work on slippery or uneven surfaces; work while wearing personal protection equipment including respirators, protective gloves and footwear, face shields, goggles, spray suits and rain suits; exposure to dust, dirt, oil/grease, gasoline, diesel fuel, smoke and pollen; exposure to hazardous materials such as pesticides, herbicides, solvents and other toxic chemicals and fumes; exposure to extreme noise and fumes/exhaust from equipment and vehicle operation; work with or around extremely dangerous equipment and machinery with moving parts. May be required to work at any district location with occasional evenings, holidays and/or weekends on an as-needed basis; occasional local travel may be requested.