



Position Description

Position: Grounds Supervisor	Position Number: 465501
Department/Site: Facilities Warehouse, Grounds	FLSA: Exempt
Evaluated by: Director of Facilities and Construction	Salary Range: 8

Summary

Under the general direction of the director of facilities and construction, the position of grounds supervisor is responsible for completing all grounds projects and scheduled grounds maintenance in a timely manner, overseeing work and conduct of grounds personnel, planning and coordinating summer work, assigning work orders to the proper personnel, assisting the director in short-term and long-range planning and supporting other trades as needed.

Essential Duties and Responsibilities

- Hire, review, train and motivate assigned staff in complete grounds maintenance.
- Organize, schedule, and train working crew, to maintain turf and ornamental plants and detailed grounds upkeep.
- Negotiate with officials for grounds usage of various outdoor events; organize, schedule and train working crew for set-up, maintenance, and tear-down according to event specifications.
- Consult with officials in proper waste management; organize and schedule crew to properly gather and dispose of refuse; maintain machinery required for the task.
- Organize, schedule, and train crew to maintain tree wells, trim and plant new and remove decaying/diseased trees, remove hazardous fallen branches and remove storm debris.
- Organize, schedule, and train crew in irrigation installation, service and maintenance--ensure irrigation computer systems are running properly.
- Organize, schedule, and train crew in laws, rules and regulations in application and storage of all pesticides.
- Organize, schedule, and train crew to provide field maintenance; mark specialized sports lines according to regulations.
- Organize, schedule, and train crew in parking lot improvements, maintenance, and painted striping as needed.
- Organize, schedule, and train crew to create and maintain various pleasing landscaping and construction areas as needed.
- Perform related duties as assigned.

Qualifications

Knowledge, Skills and Abilities

- Knowledge of methods, equipment and materials used in grounds maintenance work.
- Knowledge of principles and practices of training and providing work direction.
- Knowledge of methods and planting, propagating, cultivating, pruning and caring for lawn, trees, shrubs, plants and flowers.
- Knowledge of chemicals, methods and procedures used to control plant disease and pests common to the area.
- Knowledge of basic techniques of landscape and irrigation planning.
- Knowledge of proper use and maintenance of grounds maintenance tools and equipment.



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- Knowledge of requirements of maintaining grounds in a safe, clean and orderly condition.
- Knowledge of applicable laws, rules and regulations related to grounds maintenance work.
- Knowledge of record-keeping techniques.
- Perform all of the relevant duties of the position with only general direction.
- Work effectively in a shared governance environment.
- Provide customer support from a management level.
- Provide customer service protocol with a customer-service oriented priority.
- Use effectively a personal computer and a variety of job-related software applications.
- Conduct long-range planning.
- Communicate clearly and concisely, both orally and in writing.
- Demonstrate effective communication in a multi-cultural environment with faculty, staff and students.
- Establish and maintain cooperative and effective working relationships with members of the college community and with outside contacts.
- Coach and manage assigned staff.
- Operate a variety of grounds maintenance tools/equipment safely and efficiently including mowers, dump trucks, forklifts, small mowers and tractors.
- Maintain tools and equipment in proper working condition.
- Assist in landscape and irrigation planning, (plan and organize work, work independently with little direction and communicate effectively both orally and written).
- Observe and assure compliance with health and safety practices and procedures.
- Maintain records and prepare reports.
- Observe legal and defensive driving practices.

Physical Abilities

- Requires the ability to stand for extended periods of time, walk up to 400 yards, and manipulate (lift, carry, move) light to heavy weights of up to 75 pounds on a regular basis.
- Requires the ability to push, pull, and guide materials over 75 pounds.
- Requires the ability to climb (e.g. ladders), stoop, kneel, and crouch on a regular basis.
- Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate demanding grounds equipment and read instructions and safety information.
- Requires auditory ability to hear machinery sounds and alarms.
- Requires near and far visual acuity to read printed materials and observe stationary and moving objects.
- Requires speaking ability to carry on ordinary conversations.
- Requires the ability to work in extreme temperature conditions. .

Education and Experience

- Possession of a high school diploma and ten years experience in related grounds keeping services. Five years experience of grounds maintenance including: athletic fields, tree maintenance, and pesticide control and irrigation systems, including supervising a crew.

Licenses and Certificates



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- May requires a valid driver's license; willing and able to obtain a California Pesticide Applicator's Certificate.

Working Conditions

- Work is performed outdoors where significant health and safety considerations exist from physical labor and working with machinery.