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| Los Rios Community College District Approved: May 1967Revised: Nov. 1991; July 1993;Jan. 1994; June 2010; Feb. 2015; Mar. 2015;Mar. 2018; Jan 2019; May 2021 |

#### FACILITIES MAINTENANCE - GROUNDS SUPERVISOR

# **DEFINITION**

Under the direction of the assigned administrator, direct, supervise and coordinate a district wide program of grounds maintenance and development including coordinating athletic field maintenance with various college departments.

**TYPICAL DUTIES**

Direct, supervise and coordinate a district wide program of grounds maintenance and development activities such as planting, pruning, fertilizing, spraying, weeding, watering and mowing activities; train, supervise and evaluate assigned employees; participate in interviewing and selecting new employees; ensure accountability and adherence to applicable laws, regulations, policies and procedures; prepare, monitor and maintain budgets and expenditures for assigned functions and activities in accordance with District policies; promote continued improvement for cost effective operations; supervise cleaning and preparation of athletic fields and parking areas; participate as a member of campus buildings and grounds committee; direct, train and give technical assistance to Head Groundskeeper and employees engaged in daily grounds maintenance tasks and special horticultural projects, and inspect completed assignments to ensure that the established standards are satisfactorily maintained in the following areas: work quality, operating procedures, efficiency, progress, methods and practices, safety, and proper use and application of herbicides and pesticides; plan, develop, prioritize, and manage efficient and economical ground maintenance tasks and horticultural programs in accordance with the seasonal calendar, the college calendars, and with current weather conditions to ensure that standards of appearance, plant health, water efficiency, cleanliness, and public safety are met on a daily basis; recommend the purchase of trees, shrubs, plants and materials; implement efficient water conservation practices; develop landscape planning for existing and new campuses; supervise installation and layout of new parking lot landscaping, storm drains and sprinkler systems; recommend types of sprinkler systems, controls and piping to be installed; price and purchase materials according to established guidelines and procedures; review and assist landscape plans and design for new construction projects; estimate materials, equipment and District staffing requirements; in consultation with campus operations, regularly review the quality, safety and appearance of all campuses and other District properties; plan, develop and supervise related work in an efficient, economical manner to support such services; obtain cost quotes for tree work, asphalt, concrete, fencing, parking lot striping and equipment; plan, develop and supervise efficient, economical maintenance schedules and activities for the repair and preventive maintenance of tools and equipment assigned to the grounds maintenance section; utilize the department computerized work management system and utilize pertinent management reports to schedule, evaluate and improve delivery of department services; maintain Safety Data Sheets for all hazardous materials used by the grounds maintenance section; promote employee training and development programs; participate in the development and improvements to the District’s emergency and contingency plans and ensure departmental responsiveness in emergency situations; coordinate with campus operations to provide support services for a wide variety of events, programs, official functions, recreational activities, etc.; administer disciplinary actions if necessary; perform related duties as assigned.

**QUALIFICATIONS**

**EXPERIENCE**

One year of experience in a lead or supervisory position in a related field. Four years of increasingly responsible experience in landscaping and grounds maintenance (the required lead/supervisory experience may also be used to meet this requirement).

One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.

##### EDUCATION

An Associate’s degree from an accredited institution in horticultural or botany or a closely related field; **OR,** two additional years of qualifying experience supplemented by course work in horticulture, landscaping, grounds maintenance, or equivalent.

##### SPECIAL REQUIREMENTS

Employment is contingent upon meeting the requirements of Los Rios Board Regulation R-8343, including possessing and maintaining a valid California Driver’s License. This position may require operating a District or personal vehicle in order to complete assigned work within the scope of the position duties. Must hold and maintain a valid California Certified Commercial Applicator Permit (Section A, B, and D) for herbicide and pesticide use (to be obtained within the first six months of employment). Any offer of employment is contingent upon the successful completion of a pre-employment physical examination.

##### KNOWLEDGE OF

Principles and practices of effective leadership, supervision, and training; applicable federal, state and local laws and regulations, such as Labor Code, and health and safety regulations; applicable District policies, regulations, collective bargaining agreements, standard operating procedures, and objectives of assigned programs; sustainable systems, materials, equipment and practices; current industry practices; intelligent, remotely-programmed/monitored, weather-based irrigation controllers and systems; technical aspects of grounds management to include water conservation practices and horticultural practices as related to LRCCD and the State of California; methods of cultivating, pruning, and caring for plants, flowers, shrubs, trees and lawns appropriate to school grounds; landscape design; varieties of fertilizers and their proper usage; plant diseases and pests common to the area and methods used in eradication and control; use and capabilities of hand and power driven grounds keeping equipment; proper use and application of herbicides and pesticides; repair and replacement of all types of parking lots and concrete walkways; recordkeeping techniques in a complex business environment; modern office practices, procedures and equipment.

**ABILITY TO**

Perform the essential functions of the position; supervise and prioritize the work of assigned areas of responsibility; select, train and evaluate employees; accurately apply and explain laws, regulations and policies; identify, implement, and maintain sustainable systems, materials, equipment, and practices*;* coordinate grounds maintenance work activity with various college departments to ensure quality, safety, appearance, and to minimize disruption; supervise work programs of several crews working at various locations; equipment repair and maintenance, herbicides and pesticides use and container disposal, staff attendance and training; implement water conservation methods; review and assist with planning and design for new construction projects, including materials, equipment and staffing requirements; supervise installation and repair of parking lots, storm drains, and irrigation systems; provide training and implement efficient, safe, high quality standards for all grounds maintenance work projects and horticulture activities; provide support services for a wide variety of campus and district events; employ effective inventory control methods and repair and maintenance schedules; apply specialized chemicals to control and eradicate weeds, insects and other pests; analyze situations appropriately, develop courses of action to resolve problems, and implement solutions; meet schedules and timelines; prepare clear, complete and concise reports; maintain accurate and organized records; communicate information and give instructions clearly, concisely and logically to others; prepare and deliver presentations; utilize current technology to effectively perform responsibilities; establish and maintain cooperative and effective working relationships with others; use interpersonal skills such as tact, patience and courtesy; work cooperatively with the public, students and employees; exercise initiative and sound judgment; work well in a group setting as well as independently with little direction or guidance; exercise discretion and confidentiality.

Collaborate and foster inclusion in a diverse organization.

Have sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of individuals.

**PHYSICAL AND ENVIRONMENTAL FACTORS**

Walking, stooping, bending at waist and knees, climbing, stretching, pushing equipment and carrying tools.