DEFINITION

Under general direction of the Director of Maintenance, Operations, and Grounds, perform a variety of responsible duties related to the supervision of grounds maintenance operations and activities; organize, schedule, assign and review grounds maintenance work including landscaping, manual and automated sprinkler systems, playgrounds, playing fields, sidewalks and parking lots; supervise, train and evaluate the performance of assigned staff; and perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

The incumbent in this classification is distinguished by the requirement to plan and to schedule work to maintain the grounds for District property. This is a working position and requires “hands on” abilities in all areas of grounds maintenance duties.

The incumbent in this position will promote institutional effectiveness by ensuring District grounds are integrated with natural environment by using native landscaping throughout the campus and to utilize drought tolerant plants to ensure water conservation. The incumbent supports student learning outcomes by ensuring that walkway and parking areas are free of debris that would adversely effect students, employees, and the general public.

ESSENTIAL FUNCTIONS

- Plan and implement grounds and maintenance programs for District property in collaboration with the Director of Maintenance, Operations, and Grounds;
- Supervise, assign, schedule, and evaluate the work of assigned staff;
- Review and schedule work for special requests;
- Coordinate and schedule repairs and replacement of campus walkways, parking lots, and roadway infrastructure;
- Develop landscape designs with drought tolerance and disease and pest resistance plants;
- Provide instruction on Cal-OSHA standards, safe working conditions and practices; including heavy lifting and pushing, and/or pulling of heavy objects;
- Oversee and regulate District pesticide application program and maintain program documentation;
- Oversee and regulate waste management program and maintain program documentation;
- Monitor implementation of the water management program including landscape and potable water usage;
- Estimate the scope, cost, tools, equipment and materials for particular jobs;
- Work from plans, blueprints, sketches for landscaping and/or surface projects;
- Operate light-to-moderately-heavy construction/maintenance equipment such as loaders, tractors, mowers, aerial lifts, forklifts dump trucks, trucks and trailers;
- Compile written reports and make oral presentations;
- Demonstrate a sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural and ethnic backgrounds of staff and students and responsive to staff and students with physical and/or learning disabilities;
- Establish and maintain cooperative working relationships;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative working relationships with fellow employees and others contacted in the performance of duties;
- Communicate effectively orally and in writing;
• Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities;
• Perform other related duties as required.

Duties may require the physical ability to:
• See for the purpose of reading regulations, laws and codes, rules and policies, and other printed matter;
• Hear and understand speech at normal levels;
• Speak so that others will be able to understand a normal in-person and telephone conversation;
• Work at heights;
• Ascend and descend ladders;
• Lift 100 pounds and/or carry 50 pounds.
• Bend and twist, push and pull, stoop, kneel, crawl;
• Reach in all directions;

ESSENTIAL FUNCTIONS OF PARTICULAR POSITIONS WITHIN A CLASS MAY VARY BECAUSE JOB DUTIES MAY VARY BY WORK LOCATION.

QUALIFICATIONS

Education:
Required
• Equivalent to graduation from high school.

Preferred
• Associates degree in a related field.

Experience:
Required
• Three years journeyman level in grounds maintenance, landscaping or similar field;
• Minimum two years in a supervisory or lead capacity.

Preferred
• Specialized training in pesticide application, watershed, waste management process, automated landscaping controls such as Maxicom or similar products.

Or any equivalent combination of education and experience.

Knowledge of:
• Effective supervisor methods and techniques;
• Tools, materials, methods and terminology related to landscaping, grounds, surfacing, and playgrounds;
• Working from blueprints, sketches, and code publications;
• Athletic complex maintenance and configurations;
• Cal-OSHA standards and safe workplace practices;
• Budgetary process;
• Material Safety Data Sheets;
• Hazardous communications—“Right to Know”;
• Fire prevention, codes and extinguishers.
Licenses and Certifications:

Required

- Possess a valid California Class C Drivers License;
- Willingness to obtain California Class “B” Drivers License with required medical;
- Willingness to obtain forklift certification;
- Willingness to obtain Pesticide Applicators Certification.

Board of Trustee Approval: 04/05/2006