

## **FACILITIES MAINTENANCE - GROUNDS SUPERVISOR**

### **DEFINITION**

Under the direction of the Director of Facilities Maintenance, plan, organize, develop and supervise a district wide program of grounds maintenance and development activities that employs both aesthetical and practical applications to achieve a high standard of quality for the design and maintenance of campus and auxiliary grounds operated by the Los Rios CCD. Coordinate grounds maintenance work activity including athletic fields with various college departments.

### **TYPICAL DUTIES**

Direct maintenance grounds development; schedule, assign, and supervise the work of grounds maintenance personnel in the performance of grounds maintenance work including planting, pruning, fertilizing, spraying, weeding, watering and mowing activities; supervise cleaning and preparation of athletic fields and parking areas; develop budget for Grounds department; participate as a member of campus buildings and grounds committee; participate in grounds activities as required.

Guide, train, and give technical assistance to Head Groundskeeper and employee 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 disposal of herbicide and pesticide containers; 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 assure that ascertained levels of appearance, plant health, cleanliness, and public safety are attained on a daily basis; recommend the purchase of trees, shrubs, plants and materials; implement efficient water conservation methods; develop landscape planning for existing and new campuses; supervise installation and layout of new parking lots landscape, storm drains and sprinkler systems; recommend types of sprinkler systems, control and piping to be installed; price and purchase materials according to established guidelines and procedures; review and assist architects and engineers with the landscape plans and design for new construction projects; estimate materials, equipment, and District staffing requirements.

In consultation with campus management, establish and maintain direct personal contact with a wide spectrum of college community members affected and/or concerned with the quality, safety and appearance of all campuses and other District properties; consult with these clients with regard to concerns about the frequency of maintenance activities, standards employed, appearance, disturbance created, etc.; consult, coordinate and plan with numerous college departments and organizations to provide support services for a wide variety of events, programs, official functions, recreational activities, etc.; plan, develop, supervise related work in an efficient, economical manner to support such services; initiate the purchase of supplies, tools, and equipment in accordance with established purchasing procedures; plan, develop and supervise efficient, economical maintenance schedules and activities for

the repair of grounds equipment and preventive maintenance of tools and equipment assigned to the general grounds maintenance section, to ensure prolonged life, usefulness and safety of equipment and minimize breakdowns, failures, and hazards; establish and maintain a recordkeeping system to include a correspondence file, a project file, a technical update file, a file of herbicides and pesticides used and disposal of containers, a file on equipment history and preventive maintenance, and a training and attendance file; participate in establishing and maintaining a task-related grounds maintenance management inventory and maintain appropriate records; participate in the Department computerized work management system and utilize pertinent management reports to schedule, evaluate and improve plant health, general landscape appearance and work performance; perform related duties as assigned.

## **QUALIFICATIONS**

### **EXPERIENCE**

Four years of increasingly responsible experience, including two years in a lead or supervisory capacity, in landscaping and grounds maintenance.

### **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**

Possess and maintain a valid California Driver's License in compliance with Los Rios Board Regulation R-8343; employment is contingent upon meeting the requirements of Los Rios Board Regulation R-8343. 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 medical evaluation.

### **KNOWLEDGE OF**

Perform the basic functions of the position; the technical aspects of grounds management to include water conservation techniques and horticultural practices as related to LRCCD and the State of California; methods of propagating, 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; recordkeeping techniques; principles and practices of supervision and training; health and safety regulations; proper disposal of herbicides and pesticide containers, repair and replacement of all types of parking lots and concrete walkways.

### **ABILITY TO (ESSENTIAL FUNCTIONS)**

Plan, organize, and supervise a district-wide program of grounds maintenance activities that employ both aesthetical and practical applications to achieve a high standard of quality for the campus and auxiliary grounds operated by the Los Rios CCD including athletic fields; 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; develop and maintain appropriate records and prepare reports related to projects, 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; perform specialized grounds keeping duties in the care and maintenance of district grounds which require walking, stooping, bending at waist and knees, climbing, stretching, pushing equipment and carrying tools; initiate the purchase of supplies, and equipment; employ effective inventory methods control and repair and maintenance schedules; apply specialized chemicals to control and eradicate weeds, insects and other pests; understand and follow oral and written directions; communicate effectively both orally and in writing; prioritize and schedule work; train, supervise and evaluate personnel; read, interpret, apply and explain rules, regulations, policies and procedures; work independently with minimum direction.