

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

GROUNDS SUPERVISOR (CONFIDENTIAL/SUPERVISORY)

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 within the job.

SUMMARY DESCRIPTION

Under direction, supervise, assign, review, and participate in the work of staff responsible for the maintenance and repair of District grounds including landscaped areas and athletic fields; ensure safe, effective operations and maintenance of District grounds, facilities and equipment; solve daily operational problems and consult with management staff on major problems; ensure work quality and adherence to established policies and procedures; coordinate assigned activities with other divisions and outside agencies; and perform the more technical and complex tasks relative to assigned area of responsibility.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional duties not listed, but within classification.

1. Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for providing routine preventive grounds maintenance needs for assigned campus; coordinate activities with other staff and departments as well as outside agencies and contractors as necessary.
2. Establish schedules and methods for providing assigned services; identify resource, material, and equipment needs; review needs with appropriate management staff; allocate resources accordingly.
3. Participate in the development of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures; participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.
4. Participate in the selection of assigned staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
5. Participate in the preparation and administration of the grounds maintenance program budget; submit budget recommendations; monitor expenditures.
6. Perform the most technical and complex tasks of the work unit including reading and interpreting complex construction plans, specifications, and blueprints.
7. Inspect the work of staff in progress and upon completion; provide advice and assistance to staff; ensure maintenance procedures are completed in a satisfactory and through manner and in compliance with District, departmental, and safety policies and procedures.
8. Recommend major grounds maintenance needs to higher level supervisory and management staff; assist in the planning, preparation, and implementation of action required to meet the identified needs.
9. Participate in planning the installation of new landscapes, athletic fields, and pavement and modification of existing ones; supervise, inspect, and approve small construction and installation projects of outside contractors.
10. Prepare cost estimates for grounds maintenance, landscape, and parking lot modification and renovation projects; provide management staff with cost estimates for maintenance repair projects.
11. Utilize a computerized work order and preventive maintenance program including data entry, work order generation, and preventive maintenance program development.

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12. Prepare and implement long and short range schedules for routine and projected seasonal and preventive maintenance work; provide technical advice on site, landscape, and irrigation aspects of work.
13. Maintain records concerning operations and programs; prepare reports on operations and activities.
14. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of grounds maintenance; incorporate new developments as appropriate into programs.
15. Perform the full range of grounds maintenance duties as required; operate related equipment.
16. Perform related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a grounds maintenance program.
- Principles of supervision, training and performance evaluation.
- Advanced methods, tools, materials and equipment used in comprehensive grounds maintenance program.
- Principles and practices of horticulture, arboriculture, irrigation, pest control, landscape, and athletic field construction and maintenance.
- Operational characteristics of grounds maintenance equipment and tools used in the area of assignment.
- Seasonal and preventative maintenance programs.
- Plants adaptable to the area and the most suitable varieties.
- Basic principles of mathematics.
- Basic principles and practices of budget preparation and administration.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes and regulations including safety rules and regulations.

Ability to:

- Coordinate and direct grounds maintenance programs.
- Supervise, organize, and review the work of maintenance staff.
- Participate in selecting, training, and evaluating assigned staff.
- Recommend and implement goals, objectives, policies and procedures for providing grounds maintenance services.
- Understand the organization and operation of the organization and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- Prepare clear and concise reports.
- Participate in the preparation and administration of assigned budgets.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Perform the full range of grounds maintenance and repair work in the area of assignment.
- Read and interpret sketches, blueprints, diagrams, plans and specifications.

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Use and operate hand tools, vehicular and stationary mechanical equipment, and power tools and equipment required for the work in a safe and efficient manner.
Perform basic mathematical calculations.
Ensure adherence to safe work practices and procedures.
Estimate time, material, and labor costs for maintenance and repair projects.
Operate office equipment including computers and supporting software applications.
Maintain accurate records and prepare clear reports.
Plan and organize work to meet changing priorities and deadlines.
Effectively represent the District to outside individuals and agencies to accomplish the goals and objectives of the unit.
Work cooperatively with other departments and outside agencies.
Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, District staff, or other agencies on sensitive issues in area of responsibility.
Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Minimum Education & Experience - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized or college level course work in horticulture, irrigation, arboriculture, pesticide application, small engine repair, or a related field.

Experience:

Five years of responsible experience in grounds maintenance or construction including one year of administrative and/or lead supervisory experience.

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of a valid California Qualified Applicator's Permit for pesticides.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in a standard office setting and outdoor field environment; travel from site to site; exposure to potentially hazardous chemicals, noxious weeds and plants, pollens, insect stings, noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; work at heights on scaffolding and ladders; work near moving mechanical parts; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting and in a field environment; to walk and stand for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; to push, pull, lift, and/or carry moderate to heavy amounts of weights; dexterity of hands and fingers to operate specialized hand and power tools and equipment; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to operate assigned equipment and vehicles; verbally communicate to exchange information.

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6/19/01

Adopted by Board of Trustees on June 21, 2016

Effective: June 22, 2016

Job Family: Supervisory