

# **CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**

## Class Specification

### SENIOR GROUNDS SUPERVISOR

#### DEFINITION

Under the general direction of the Director of Maintenance and Operations, the Senior Grounds Supervisor plans, manages, organizes, supervises, and evaluates the grounds maintenance operations of the Chabot-Las Positas Community College District. The Senior Grounds Supervisor directs assigned personnel and recommends, in the interest of the District, the hiring, transfer, assignment, discipline and/or termination of employees supervised. The Senior Grounds Supervisor is expected to solve daily operational problems on his/her own initiative while major problems are solved after consultation with the Director of Maintenance and Operations.

#### REPRESENTATIVE DUTIES

1. Manage and coordinate the District's grounds maintenance services and activities; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels;
2. plan, direct, coordinate and review the work plan for assigned staff; plan and manage minor repair and maintenance projects; prepare and implement schedules for routine and projected preventive maintenance work;
3. assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems;
4. conduct field inspections and surveys to check quality and progress of field activities and to gather information for specific requests, problems, conditions, and needs; recommend to the Director of Maintenance and Operations the major maintenance needs and methods to resolve them;
5. select, train, motivate, and evaluate assigned grounds maintenance personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures;
6. serve as the liaison with other divisions, department, outside agencies, and the general public; respond to and resolve difficult and sensitive inquiries and complaints; receive, research, and respond to requests for service and information;
7. utilize a computerized work order and preventive maintenance program; utilize energy management system;
8. participate in the planning of the installation of new landscapes, athletic fields, and pavement and modification of existing ones;

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9. inspect and approve small grounds construction and installation projects of outside contractors; participate in the planning and monitoring of major construction projects; provide technical advice on maintenance aspects;
10. read and interpret blueprints as necessary to lay out and supervise site, landscape, and irrigation modification work;
11. maintain grounds plans and equipment and vehicle maintenance records;
12. participate in the development and administration of the budget for Maintenance and Operations; participate in the forecast of funds needed for staffing, equipment, materials and supplies; make recommendation for purchasing equipment and supplies;
13. provide the Director, Maintenance and Operations, with prepared cost estimates for grounds maintenance, landscape and parking lot modification, and renovation projects;
14. provide responsible staff assistance to the Director of Maintenance and Operations; participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; conduct a variety of organizational studies, investigations and operational studies; recommend modifications to programs, policies and procedures as appropriate;
15. perform other related tasks as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Operations, services, and activities of a grounds maintenance program;
2. principles of supervision, training, and performance evaluation;
3. principles and practices of budget preparation and administration;
4. procedures, methods, practices, materials, and equipment commonly used in a grounds maintenance program;
5. principles and practices of horticulture, arboriculture, irrigation, pest control, landscape and athletic field construction and maintenance;
6. grounds equipment maintenance and repair;
7. types and level of maintenance and repair activities generally performed in a grounds maintenance program;
8. occupational hazards and standard safety practices associated with a grounds maintenance program;
9. seasonal and preventative maintenance programs;
10. plants adaptable to the area and the most suitable varieties;
11. principles and procedures of record keeping and reporting;
12. modern office procedures, methods, and equipment including computer equipment and associated related software applications; and
13. pertinent Federal, State, and local laws, codes and regulations.

Skill to:

1. 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.

Ability to:

1. Manage and coordinate grounds maintenance services and activities;
2. supervise, direct and coordinate the work of assigned supervisory and maintenance staff;
3. select, train and evaluate staff;
4. participate in the development and administration of program goals, objectives and procedures;
5. participate in the preparation and administration of assigned budgets;
6. maintain accurate records and prepare clear and technical, administrative and financial reports;
7. interpret and explain department and District policies and procedures;
8. analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;
9. accurately determine work required and estimate the man-hours, materials, and cost of such work;
10. read, understand, and interpret plans and specifications, blue prints and technical manuals;
11. ensure staff compliance with Federal, State and local rules, laws and regulations;
12. operate office equipment including computer equipment and associated software applications;
13. communicate clearly and concisely, both orally and in writing; and
14. establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience:

Completion of an Associate Arts Degree, preferably in Ornamental Horticulture or a related field with extensive course work in horticulture, irrigation, arboriculture, pesticide application, small engine repair, or supervision AND 8 years of experience in grounds maintenance or construction, of which at least 5 years should be in a supervisory or lead capacity; OR an equivalent combination of education and experience that indicates possession of the knowledge, skills, and abilities to successfully accomplish the work.

License

Possession of an appropriate, valid driver's license.

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

PURPOSE OF CLASS

To relieve the Director, Maintenance and Operations, of direct supervision of staff and to insure safe, effective operations and maintenance of District grounds, facilities and equipment.

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NOTE: This class specification is not necessarily all-inclusive in terms of work detail.

Adopted by Board of Trustees on June 19, 2001

Effective: July 1, 2001

Job Family: Supervisory

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