

PALOMAR COMMUNITY COLLEGE DISTRICT

SUPERVISOR, GROUND SERVICES

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.

DEFINITION

Direct and schedule turf and landscape maintenance operations for the District, including water conservation, arboretum maintenance and operation and maintenance of equipment and machinery; direct the application of chemicals and the planning, installation and repair of irrigation systems; develop, modify and implement a campus recycling program; train, supervise and evaluate grounds personnel.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from the Director of Facilities and exercises supervision over assigned staff.

ESSENTIAL FUNCTION STATEMENTS

Essential duties and other important responsibilities/duties may include, but are not limited to, the following:

1. Direct, schedule and supervise turf and landscape maintenance operations for the District, including water conservation, arboretum maintenance, and operation and maintenance of equipment and machinery; schedule, prioritize and assign duties to grounds personnel and inspect completed work.
2. Plan schedules for new planting and routine grounds care, feeding and watering; direct water conservation efforts through proper and efficient irrigation methods, equipment use and drought-resistant plant selection.
3. Interview, select, train, supervise and evaluate assigned grounds personnel, including student workers and other work crews; provide periodic training to grounds personnel with emphasis on job skills development and safety; resolve employee complaints and issues.
4. Direct and train personnel in the removal, reconditioning, planting, cultivating, transplanting and care of plants, shrubs, hedges, trees, flowers and lawns; design plans for areas to be landscaped or replanted, including the selection of trees, shrubs and ground cover.
5. Supervise and participate in the installation, replacement, repair and servicing of sprinkler heads, valves, controllers and sprinkler systems; study irrigation system blueprints for modification and repair of systems.
6. Direct and train grounds personnel in the maintenance and marking of athletic fields; prioritize and schedule work projects to avoid conflict with scheduled games, practices and classes.
7. Develop, modify and implement a campus-wide recycling program; coordinate collection and pickup of recyclable materials with sanitation vendors.
8. Inspect grounds for safety issues and needed maintenance care and determine need for spraying, fertilizing, pruning and new planting; supervise pest, plant disease and weed control, spraying and related activities.

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9. Plan and coordinate major chemical spray programs and routine spray schedule; determine types and amounts of chemicals to apply and area to be sprayed; oversee sanitizing of respiratory protective equipment.
10. Maintain records of chemicals used and material safety data sheets for all chemicals in inventory; submit reports to the County on pesticide usage; assist District Safety Officer with periodic hazardous waste disposal.
11. Requisition or purchase supplies, equipment and machinery according to established procedures; maintain records and prepare reports related to work performed, water usage, inventories and materials purchased, preventive maintenance, inspections and training; maintain and update a landscape resource library.
12. Evaluate and determine major grounds maintenance and construction projects needed; assemble specifications for contracts; meet with contractors to discuss projects and to perform job walks.
13. Prepare and monitor annual budget for grounds services operations; review and approve receipts for merchandise purchased; monitor expenditures and account balances.
14. Operate and assist in the maintenance and repair of a variety of machinery and equipment, including tractors, skip loader, tractors, mowing equipment, chemical applicator equipment, fertilizer spreaders and a variety of power and hand tools; train grounds employees in safe and proper equipment use and maintenance.
15. Interpret and explain policies and regulations; remain current regarding applicable laws, codes, rules and procedures.
16. Support, implement and promote compliance with the District's Faculty and Staff Diversity Plan in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, curriculum, programs and services.
17. Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives and discipline to assigned staff; maintain a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation and requiring employees to receive mandated training.
18. Participate in shared governance through service on planning and/or operations committees and task forces.
19. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Soil and turf management, including various types of soils and their proper preparation and fertilization.
- Approved methods of planting and caring for trees, shrubs, lawns and flowers.
- Common plant diseases, pests and the approved methods and materials used in their control and eradication.
- Installation, maintenance and repair of irrigation systems.
- Landscape design and plant identification, especially plant types adapted to and suitable for the climate and landscaped areas of the District.

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Knowledge of:

- Proper methods, practices, materials, tools and equipment used in grounds maintenance work.
- District organization, operations, policies and objectives.
- Recordkeeping techniques.
- Budgeting methods and practices.
- Principles and practices of supervision and training.
- Technical aspects of grounds maintenance.
- Health and safety regulations relating to power equipment and toxic chemical application.

Ability to:

- Direct and schedule District turf and landscape maintenance activities and operations.
- Work from sketches and blueprints.
- Install, maintain and repair irrigation systems.
- Read and interpret landscaping and irrigation plans, blueprints and sketches.
- Instruct others in the proper use of methods, tools, materials and equipment used in grounds maintenance.
- Apply specialized chemicals to control and eradicate weeds, insects and other pests.
- Operate hand and power tools and other equipment used in grounds maintenance.
- Perform skilled and specialized groundskeeping duties in the care and maintenance of District grounds.
- Train, supervise and evaluate personnel.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Meet schedules and timelines.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Lift and carry objects weighing up to 60 pounds.

EXPERIENCE AND EDUCATION

Any combination equivalent to two years of college-level course work in ornamental horticulture or related field and four years increasingly responsible experience in landscape maintenance and irrigation systems, including at least one year in a lead capacity.

LICENSE AND OTHER REQUIREMENTS

Possession of a valid California Driver's License and California Commercial Pesticide Applicator's Certificate.

WORKING CONDITIONS

Work includes indoor and outdoor environments. Constant standing, walking, bending, lifting and pulling with frequent lifting or carrying of objects weighing up to 60 pounds. Work outside with the possibility of dust and fumes. Work with power equipment.