

**PALOMAR COMMUNITY COLLEGE DISTRICT**

**Classification Title: Supervisor, Grounds Services**

**Department:** Grounds Services

**FLSA Status:** Non-Exempt

**Staff Category:** Confidential and Supervisory Team (CAST)

**Salary Range:** 45

**Supervision Received From:** Director, Facilities

**Original Date:** August 2014

**Supervision Given:** Assigned Classified, Short-Term, Student, and Volunteer Staff in Grounds Services

**Last Revision:** August 2014

*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.*

**JOB SUMMARY.**

Responsible for supervising and scheduling turf and landscape maintenance operations for the District, including water conservation, arboretum maintenance, and operation and maintenance of equipment and machinery. Supervises the application of chemicals and the planning, installation and repair of irrigation systems; develops, modifies, and implements a campus recycling program; and trains, supervises and evaluates grounds personnel.

**DISTINGUISHING CHARACTERISTICS.**

The Supervisor, Grounds Services is distinguished from other supervisory classifications in Facilities by its responsibility for grounds maintenance and landscape construction.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.** Essential responsibilities and duties may include, but are not limited to, the following:

1. Performs full supervisory activities, subject to management concurrence and in accordance with applicable College policies, which includes: selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time; preparing and signing employee performance evaluations; recommending salary reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.
2. Develops and prepares work schedules; reviews maintenance reports and work orders to determine materials, labor, and time requirements; prioritizes and coordinates duties and assignments to ensure effective workflow.
3. Supervises, schedules, and oversees all landscape maintenance, landscape construction, and athletic field operations for the District, including water conservation, arboretum maintenance, and operation and maintenance of equipment and machinery; schedules, prioritizes and assigns duties to Grounds Services personnel and inspects completed work.
4. Supervises, schedules, and monitors maintenance, planning, and construction activities, including planning and scheduling tree trimming activities, for the College's Arboretum.
5. Plans schedules for new planting and routine grounds care, feeding, and watering; directs water conservation efforts through proper and efficient irrigation methods, equipment use, and drought-resistant plant selection.

6. Directs and trains personnel in the removal, reconditioning, planting, cultivating, transplanting, and care of plants, shrubs, hedges, trees, flowers, and lawns; designs plans for areas to be landscaped or replanted, including the selection of trees, shrubs, and ground cover.
7. Supervises and participates in the installation, replacement, repair, and servicing of sprinkler heads, valves, controllers, and sprinkler systems; studies irrigation system blueprints for modification and repair of systems.
8. Supervises and trains Grounds Services personnel in the maintenance and marking of athletic fields; prioritizes and schedules work projects to avoid conflict with scheduled games, practices, and classes.
9. Develops, modifies, implements, and maintains District recycling program operations and activities; coordinates the collection and pickup of recyclable materials with sanitation vendors.
10. Inspects grounds for safety issues and needed maintenance care; determines need for spraying, fertilizing, pruning, and new planting; supervises pest, plant disease, and weed control, spraying, and related activities.
11. Plans and coordinates major chemical spray programs and routine spray schedule; determines types and amounts of chemicals to apply and areas to be sprayed; oversees sanitizing of respiratory protective equipment.
12. Maintains records of chemicals used and material safety data sheets for all chemicals in inventory; submits reports to San Diego County on pesticide usage; assists the District's Safety Officer with periodic hazardous waste disposal.
13. Requisitions or purchases supplies, equipment, machinery, vehicles, and contracted services according to established procedures; maintains records and prepares reports related to work performed, water usage, inventories and materials purchased, preventive maintenance, inspections, and training.
14. Plans, schedules, and monitors pest control and fertilization operations; maintains records of pesticides and fertilizers used; maintains material safety data sheets; maintains pesticide and fertilizer inventories; submits applicable reports to San Diego County for pesticide usage; facilitates protective equipment training for pesticide users and the sanitation of respirators.
15. Designs, plans, recommends, oversees, and evaluates major landscape maintenance and construction projects; prepares and assembles specifications for service contracts; meets with contractors and their representatives to discuss projects and to perform job walks; reviews landscape plans and specifications, suggesting changes and inspecting work performed by outside contractors.
16. Prepares and monitors annual budget for Grounds Services operations; reviews and approves receipts for merchandise purchased; monitors expenditures and account balances.
17. Operates and assists in the maintenance and repair of a variety of machinery and equipment, including tractors, skip loaders, tractors, mowing equipment, chemical applicator equipment, fertilizer spreaders, and a variety of power and hand tools; trains Grounds Services employees in safe and proper equipment use and maintenance.
18. Interprets and explains applicable policies and regulations; remains current regarding applicable laws, codes, rules, and procedures.
19. Ensures compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives, and discipline to assigned staff; maintains a safe work environment through enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.

**Marginal Functions:**

1. Participates in/on a variety of committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information.
2. Participates in shared governance through service on planning and/or operations committees and task forces.
3. Performs related duties and responsibilities as required.

**QUALIFICATIONS.**

**Knowledge of:**

1. Supervisory principles and practices.
2. Landscape maintenance and construction operations.
3. Project management principles and practices.
4. Applicable federal, state, and local codes, laws, and regulations.
5. Plant families, botanical names, and common names.
6. Plant growth, needs, and characteristics.
7. Pruning standards.
8. Recyclable materials.
9. Contract/vendor management principles and practices.
10. Plant drainage and irrigation principles.
11. Soil and turf management principles, practices, and methodologies, including various types of soils and their proper preparation and fertilization.
12. Approved methods of planting and caring for trees, shrubs, lawns, and flowers.
13. Common plant diseases, pests and the approved methods and materials used in their control and eradication.
14. Irrigation systems installation, maintenance and repair principles, practices, and methodologies.
15. Landscape design and plant identification, especially plant types adapted to and suitable for the climate and landscaped areas of the District.
16. Proper methods, practices, materials, tools and equipment used in grounds maintenance work.
17. District organization, operations, policies, and objectives.
18. Recordkeeping techniques.
19. Basic budgeting principles and practices.
20. Technical aspects of grounds maintenance.
21. Health and safety regulations relating to power equipment and toxic chemical application.

**Skill in:**

1. Supervising, training and evaluating the work of others.
2. Utilizing a computer and related software applications.
3. Interpreting and applying applicable rules, regulations, and policies.
4. Analyzing and troubleshooting difficult situations accurately and adopting effective courses of action.

5. Establishing and maintaining effective working relationships with those contacted in the course of work.
6. Working from sketches and blueprints.
7. Managing projects.
8. Installing, maintaining, and repairing irrigation systems.
9. Designing landscapes to scale.
10. Estimating project, labor, and material costs and requirements.
11. Preparing and maintaining records.
12. Handling hazardous waste.
13. Preparing and maintaining budget.
14. Handling multiple priorities simultaneously.
15. Reading and interpreting landscaping and irrigation plans, blueprints, and sketches.
16. Instructing others in the proper use of methods, tools, materials, and equipment used in grounds maintenance.
17. Applying specialized chemicals to control and eradicate weeds, insects, and other pests.
18. Operating hand and power tools and other equipment used in grounds maintenance.
19. Performing skilled and specialized groundskeeping duties in the care and maintenance of District grounds.
20. Communicating effectively, both orally and in writing.
21. Meeting schedules and timelines.
22. Working independently with little direction.

**Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Four years of increasingly responsible experience in landscape maintenance and irrigation systems, including one year of lead experience.

**Education/Training:**

College-level coursework from an accredited institution in ornamental horticulture or a related field.

**License and/or Certificate:**

Possession of, or ability to obtain:

1. A valid California Commercial Pesticide Applicator's Certificate
2. A valid, appropriate California Driver's License

**WORKING CONDITIONS.**

**Environmental Conditions:**

Work includes indoor and outdoor environments.

**Physical Conditions:**

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