



## GROUNDS SUPERVISOR

**SALARY GRADE:** [C4-52](#)

**DEFINITION:**

Under the general direction of the Director of College Services, supervise personnel and direct the day-to-day operations of grounds maintenance. Plan, schedule, supervise, and inspect the work of the Grounds Department.

**EXAMPLE OF DUTIES AND RESPONSIBILITIES:**

Depending upon assignment, duties may include, but are not limited to, the following:

1. Plan, schedule, supervise, and inspect the work of the Grounds Department.
2. Interview, select and hire employees; supervise, assign, direct and schedule work activities; explain how duties are to be carried out.
3. Evaluate the performance of assigned personnel; effectively communicate how the performance of duties will be measured; recommend promotions and rewards for service.
4. Approve monthly time and attendance records and approve requests for time off and additional time worked, including any overtime worked and compensatory time worked/taken.
5. Address and resolve a wide variety of concerns and complaints; adjust grievances; recommend transfers and reassignments.
6. Counsel employees; address performance problems through corrective disciplinary action; suspend and/or terminate personnel according to established policies and procedures.
7. Plan, coordinate and arrange for appropriate training for assigned personnel; develop and initiate departmental activities, orientations and in-services to review policies and procedures of the program, the College and changes on State regulations.
8. Problem solve and make decisions regarding Grounds Services.
9. Manage and monitor expenditures and budgets.
10. Identify and order supplies and equipment; inventory and maintain requisitions and supplies.
11. Prioritize all work orders and direct the Head Grounds Gardener and Grounds Gardener staff; inspect all completed work.
12. Plan and develop annual schedules for planting new plants and performing routine grounds care and watering (irrigation).
13. Supervise and train all levels of Grounds Gardeners in the planting, cultivating, propagating, transplanting, and care of trees, shrubs, hedges, flowers, lawns, and various ground covers.
14. Design and lay out minor landscape work.
15. Supervise pest and weed control work.

16. Oversee the preparation of baseball and football fields.
17. Report all unsafe, dangerous, or hazardous conditions to appropriate personnel; ensure Grounds yard area passes Haz-mat inspections and maintain Haz-mat reports and records.
18. Participate in appropriate training in hazardous materials handling, storage, and disposal; follow designated policy and procedures for Haz-mat identification, storage, and disposal; maintain standards related to environmental compliance and personal health and safety as required; ensure that all grounds staff receive appropriate Haz-mat training.
19. Prepare reports on operational activities.
20. Plan, supervise, and coordinate the set up and removal of tents, booths, and equipment for all special programs and events; work with College Facilities Rental Coordinator regarding grounds needs for community and rental groups.
21. Perform other related duties as assigned.

## **EMPLOYMENT STANDARDS:**

### **Knowledge of:**

1. Principles and practices of supervision.
2. Principles of training and providing work direction to others.
3. Horticulture principles and practices; plants adapted to the climate of the area, with particular regard for those varieties suitable for school ground landscaped areas.
4. Various types of soil in the area, together with a good knowledge of the proper fertilizers.
5. Common tree, ornamental shrub and lawn pests and diseases and the methods of control and eradication.
6. Trimming and pruning techniques.
7. Methods and materials used in landscaping, fence construction, and paving.
8. Installation, operation, and maintenance of various irrigational systems.
9. Installation and maintenance of turf varieties, including the maintenance of artificial turf.
10. Principles and practices of inventory control.
11. Budget monitoring and control.
12. Oral and written communication skills.

### **Ability to:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Participate in appropriate training in hazardous materials handling, storage, and disposal; follow designated policy and procedures for Hazmat identification, storage and disposal; maintain standards related to environmental compliance and personal health and safety as required.
3. Use a computer for entry and retrieval of information for work assignments.
4. Maintain standards related to environmental compliance and personal health and safety.
5. Interpret landscaping plans and sketches.
6. Install, operate, and maintain various irrigational systems.
7. Install and maintain a variety of turf including artificial turf.
8. Coordinate and prioritize several functions at one time.
9. Communicate both orally and in writing.

## **Education and Experience**

Any combination equivalent to:

1. High school diploma.
2. Three (3) years of experience in landscape construction and maintenance with grounds maintenance and operations, including one year in a supervisory capacity
3. Training and experience in native horticulture and the care and cultivation of plants, including the propagation of a wide variety of plants in a botanical garden, arboretum, nursery or comparable facility.

## **LICENSE AND CERTIFICATIONS:**

1. Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.
2. Completed coursework leading to a degree or certificate in one of the following areas: horticulture, botany, plant identification, plant propagation, pest management, and soil management.
3. Horticulture certification preferred

## **WORKING CONDITIONS:**

### **Environment:**

1. Indoor and outdoor work environment.

### **Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate a computer keyboard and assigned equipment.
3. Vision to read various materials.
4. Standing for extended periods of time.
5. Bending at the waist, kneeling or crouching.
6. Lifting, carrying, pushing or pulling objects up to 60 lbs.

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