

## San Jose · Evergreen Community College District Supervisor Job Description

**Position:** Grounds Services Supervisor

**Department:** Grounds Services

**Location:** EVC

**Date:** 06/12/19

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### POSITION PURPOSE

Reporting to a campus administrator, the Grounds Services Supervisor assigns and reviews the work of staff responsible for providing grounds services. Oversees and participates in all work activities; and performs a variety of technical tasks relative to assigned area of responsibility.

### KEY DUTIES and RESPONSIBILITIES:

1. Plan, prioritize, assign, supervise and review the work of staff responsible for grounds operations of assigned campus.
2. Interpret job assignments to staff under charge and assign duties to crews of varying sizes and skills; Establish schedules and methods for providing grounds services; review needs with appropriate management staff. Monitor productivity and work flow of crews; ensure adherence to established deadlines and preventive maintenance schedules; analyze and resolve work problems, and assist staff in solving problems.
3. Participate in the preparation and administration of the Grounds budget; submit budget recommendations; monitor expenditures.
4. Identify and allocate resources accordingly; requisition materials and supplies for projects and coordinate the efficient use of staff, resources and equipment. Distribute grounds supplies and material; maintain supplies and equipment inventory; requisition supplies and equipment.
5. Prepare analytical and statistical reports on operations and activities. Maintain records and reports on personnel and work performed.
6. Ensure adherence to proper methods and safety requirements; ensure the safe and productive use of equipment utilized in grounds maintenance and associated repair work. Assist in the maintenance and upkeep of equipment and oversee preventative maintenance activities district wide.
7. Maintain current knowledge of correct pesticide and hazardous materials used in ground maintenance.
8. Ensure proper training of staff in chemical application and usage procedures, as well as records maintenance to comply with applicable regulatory standards.
9. Transport and store hazardous waste materials.
10. Operate assigned equipment and vehicles.
11. Use, and supervise the use of, the operation of a variety of hand and power tools, and light and heavy equipment.
12. Inspects grounds maintenance tasks, e.g., edging, mowing, trimming, waste and litter removal, fertilizing, placing sod, raking, planting. Inspect maintenance and repairs on irrigation systems, equipment, structures, facilities, equipment, and grounds. Inspect tree pruning by staff and contractors working for the campus.

13. Plan and coordinate the set-up and removal of equipment, tables, chairs, stages, etc. for special events and programs.
14. Plan and coordinate landscape program projects, e.g., planting, spraying, fertilizing, mulching, watering, transplanting, lawn care and maintenance.
15. Respond to emergency situations in order to confine, resolve or prevent unsafe or otherwise hazardous conditions, i.e., fallen debris, spills, broken windows, broken locks.
16. Oversee the weekly maintenance of fleet of grounds vehicles with the district mechanic dept.
17. Stay abreast of new trends and innovations in the field of grounds maintenance and operations.
18. Perform related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

1. Principles and practices of supervision, training and performance evaluation.
2. Operations, services and activities of a grounds maintenance program.
3. Modern and complex principles and practices of facilities maintenance.
4. Pertinent Federal, State, and local laws, codes and regulations.
5. Methods, procedures, materials and equipment used in grounds maintenance.
6. Record keeping methods and techniques.
7. Computer literate including the use of software programs in the MS Office Suite such as MS Word and Excel.
8. Knowledge of safe work practices including applicable OSHA guidelines.
9. Work order systems.
10. Practices, standards, methods, tools, equipment and materials used in various grounds operations.
11. Thorough knowledge of various chemical agents; ability to use such in accordance with prescribed safety precautions and directions.
12. Ability to operate various automobiles and transport vehicles, e.g., car, utility truck, utility van.
13. Thorough knowledge of and ability to utilize materials, methods and equipment used in lawn care and general maintenance work.
14. Horticulture principles and practices; plants adapted to the climate of the area, with particular regard for those varieties suitable for school ground landscaped areas.
15. Various types of soil in the area, together with a good knowledge of the proper fertilizers.

16. Common tree, ornamental shrub and lawn pests and diseases and the methods of control and eradication.
17. Trimming and pruning techniques.
18. Methods and materials used in landscaping, fence construction, and paving.
19. Installation, operation, and maintenance of various irrigational systems.
20. Installation and maintenance of turf varieties, including the maintenance of artificial turf.

**Skills and Abilities:**

1. Supervise, organize, and review the work of staff.
2. Interpret and explain District policies and procedures.
3. Perform the full range of grounds duties.
4. Ensure the proper and safe use of cleaning chemicals and solvents.
5. Prepare clear and concise reports.
6. Make minor repairs to grounds equipment.
7. Distinguish hazardous chemicals.
8. Communicate clearly and concisely, both orally and in writing.
9. Establish and maintain effective working relationships with those contacted in the course of work.
10. Maintain physical condition appropriate to the performance of assigned duties and responsibilities
11. Maintain standards related to environmental compliance and personal health and safety.
12. Interpret landscaping plans and sketches.
13. Install, operate, and maintain various irrigational systems.
14. Coordinate and prioritize several functions at one time.

**Education and Experience:**

1. Equivalent to the completion of the twelfth grade.
2. Three years of work experience in a supervisory or lead capacity providing grounds services.
3. Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.
4. Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the District's hiring policy or demonstrated equivalent transferable skills to do so.

**Licenses and Certification:**

1. Possession of an appropriate valid California driver's license.
2. Possession of or ability to obtain California Pesticide Applicator's Certificate (Category B, Landscape Maintenance) within nine months of initial employment and maintain the certificate during the course of employment.
3. Completed coursework leading to a degree or certificate in one of the following areas: horticulture, landscaping, plant identification, plant propagation, pest management, and soil management.

**WORKING CONDITIONS:**

1. Typical outdoor/indoor construction environment.

Approved: 02/26/13, 5/23/17, 06/11/19

Salary Schedule: 115 (reclassified from range 103 effective 7/1/17; adding #16 and experience/license requirement 6/11/19)

EEO-Category: 2B6 – Service/Maintenance