



JOB TITLE: GROUNDS/OPERATIONS SUPERVISOR

Classification: Supervisor
Salary Range: 15

Retirement Type: PERS*
Board Approved: October 30, 2000

BASIC FUNCTION:

Under the direction of the Assistant Director of Facilities, Planning and Services, oversee the day-to-day operations of the assigned Grounds and custodial staff; provide a safe, clean and attractive campus and buildings; assure that the department runs smoothly and meets schedules and assignments.

REPRESENTATIVE DUTIES:

Train, supervise and evaluate assigned staff; recommend various personnel actions, including selection, discipline, termination, reassignment, promotions and others; participate on interview panels as requested.

Plan, delegate and inspect the work of assigned staff.

Implement departmental work rules and polices.

Oversee tree trimming and the maintenance of athletic fields.

Estimate the time and materials required for performance of grounds, irrigation and custodial work, make recommendations for the use of outside services; read and interpret blueprints; design and implement irrigation systems as assigned.

Train employees in safe work methods, regulations, procedures, equipment use, horticulture, landscape and custodial practices.

Oversee recycling and waste disposal activities.

Oversee event set-ups, moves and takedowns as assigned.

Maintain inventory and budget records; order and receive grounds materials, supplies and equipment.

Evaluate irrigation systems and make corrections as needed; supervise the installation and maintenance of irrigation systems; oversee stormdrain installation.

Operate and demonstrate the proper and safe use of various hand and power tools, equipment and vehicles used in grounds and custodial work.

Communicate with other College personnel to assure effective work schedule, exchange information, resolve issues or concerns and coordinate activities.

Identify common species of lawn and plant pests and weeds and utilize pesticides and other methods for control.

Prepare and maintain a variety of records and reports related to assigned activities.

Inspect for proper cleaning of indoor facilities.

Perform related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Any combination equivalent to graduation from high school, four years experience in grounds maintenance and one-year experience in supervision.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Methods, tools, materials, equipment and practices utilized in grounds maintenance work and custodial work.

Common plant and tree diseases and pests and their eradication and control.

Cultivating, fertilizing, watering and spraying of trees, shrubs, flowers and lawns.

Proper methods, procedures, equipment and materials utilized in irrigation systems.

Principles and practices of training and supervision.

Record-keeping techniques.

Safe work practices and applicable laws, rules and regulations related to assigned activities.

Grounds, maintenance custodial methods and practices.

Technical aspects of field of specialty.

Safe practices related to cleaning methods.

Abilities/Skills:

Oversee the day-to-day operations of the grounds department and assigned custodial staff.

Train, supervise and evaluate assigned personnel.

Supervise the work of personnel in grounds, gardening and custodial work.

Operate and train others in the operation of a variety of grounds and custodial equipment.

Recognize and identify common species of plant pests and weeds.

Estimate time and material costs for various projects.

Work independently with little direction.

Develop plans and schedules to complete work.

Meet schedules and timelines.

Plan and organize work.

Maintain records and prepare reports.

Communicate effectively both orally and in writing using tact, patience and courtesy.

Coordinate work activities with other units.

Understand and follow oral and written directions.

Understand, read and work from blueprints.

WORKING CONDITIONS:

Indoor and outdoor environment.
Regular exposure to fumes, dust and odors.
Hearing and speaking to exchange information.
Seeing to monitor work.
Standing for extended periods of time.
Bending at the waist, kneeling or crouching.
Pushing and pulling cleaning equipment.
Lifting and moving heavy furniture and equipment.
Climbing ladders.
Exposure to cleaning chemicals.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.