VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE: GROUNDS SUPERVISOR

BASIC FUNCTION:

Under the direction of the Director of Maintenance and Operations, supervise and participate in the overall grounds maintenance activity; make recommendations related to department need for supplies, equipment and materials; assure compliance with applicable rules and regulations and safety; coordinate grounds activities with other maintenance functions; supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

Plan, supervise and inspect the work of personnel engaged in general grounds maintenance work, planting, trimming, mowing, watering, fertilizing and caring for shrubs, trees and lawns. E

Train and instruct grounds personnel in proper work methods and procedures. E

Interview and recommend selection of new grounds personnel; evaluate performance of grounds personnel and conduct or assist in the conduct of performance appraisal sessions with subordinates; supervise and assign student workers and other program participants to grounds maintenance projects; maintain related records. E

Supervise the use and maintenance of assigned equipment, including scooters, tractors and trucks used by grounds personnel; provide for proper preventive maintenance and regular maintenance and repair of assigned equipment. E

Arrange and supervise planting, transplanting and removal or reconditioning of shrubs, lawns and trees; attend meetings and provide recommendations for landscaping projects. E

Arrange for and supervise the control of plant pests and diseases; instruct others in the use of pesticides and herbicides; instruct in the proper mixing of chemicals; supervise use of spraying equipment to assure safety to user and the public. E

Plan and supervise the installation and repair of sprinkler system. E

Provide for the maintenance of landscaped areas to assure clean, orderly and safe conditions for staff and students; provide for proper disposition of debris; coordinate and supervise the recycling of metal, green and other waste products; maintain required records and prepare reports. E

Select ornamental trees, shrubs and other plants; provide for the beautification of assigned campus as appropriate. E

Provide for proper levels of inventory of supplies and equipment; prepare requisitions for needed maintenance supplies and equipment; perform minor repairs to equipment as necessary. E

Prepare and recommend budgets, supplies and equipment for grounds activities. E
GROUND SUPERVISOR (continued)

Coordinate activities of grounds personnel with other maintenance activities to assure efficient and economical utilization of staff and resources; communicate with contractors, consultants and others on landscape projects; assure compliance with contract specifications.  

Maintain various records regarding grounds maintenance programs; prepare reports as directed for management, attendance records and records regarding pesticide usage; assure compliance with Cal OSHA and other professional organizations.  

Provide for the disposal of hazardous wastes.  

Develop and implement work schedules for grounds maintenance personnel.  

Prepare estimates on landscape projects in terms of dollars and person/hour costs; recommend major landscape projects as necessary.  

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and practices involved in grounds maintenance work  
- Basic principles of ornamental horticulture and landscape design  
- Various plants, shrubs and trees and their use and care regarding fertilizer, pruning, weather conditions  
- Pesticide use and safety and applicable records maintenance requirements  
- Proper disposal of hazard materials  
- Modern office practices, procedures and equipment  
- Record-keeping techniques  
- Principles and practices of administration, supervision and training  
- Health and safety regulations  
- Correct English usage, grammar, spelling, punctuation and vocabulary  
- Applicable sections of State Education Code and other applicable laws  
- Technical aspects of field of specialty  
- Contract administration

ABILITY TO:

- Operate grounds equipment and train others in equipment use  
- Select proper trees, shrubs and plants for varying climatic conditions and environments  
- Plan and organize work  
- Meet schedules and time lines  
- Analyze situations accurately and adopt an effective course of action  
- Establish and maintain effective working relationships with others  
- Train and supervise personnel  
- Operate a computer and applicable software  
- Maintain records and prepare reports  
- Communicate effectively both orally and in writing
GROUND SUPERVISOR (continued)

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and four years grounds maintenance experience including at least two years of grounds experience at the skilled level and some experience in a lead or supervisory capacity

LICENSES AND OTHER REQUIREMENTS:

A valid California driver’s license and commercial pesticide applicator’s license within six months of employment

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment; subject to driving a vehicle to conduct work

PHYSICAL ABILITIES:

Heavy lifting up to 50 pounds, walking over rough or uneven surfaces, hearing and speaking to exchange information and train staff, standing for extended periods of time, seeing to inspect and assure quality of work, hearing and speaking to exchange information and provide work direction, and dexterity of hands and fingers to operate a computer keyboard

HAZARDS:

Pesticide and herbicide spraying and the disposition of hazardous materials