

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: **CLASSIFIED**

CLASS TITLE: **GROUNDS MAINTENANCE
SUPERVISOR**

SALARY TABLE: **30**

SALARY RANGE: **133**

BASIC FUNCTION:

Under the direction of the Director-Facilities, organize and direct grounds maintenance and gardening activities involved in the beautification of College grounds and landscaped areas; coordinate communications, projects, resources and personnel to meet College grounds maintenance needs; plan, develop, implement and inspect landscaping and gardening projects; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organize and direct grounds maintenance and gardening activities involved in the beautification of College grounds and landscaped areas; coordinate activities to assure grounds are maintained in a safe and clean condition; establish and maintain grounds maintenance time lines and priorities; assure related activities comply with established laws, codes, regulations, policies and procedures.

Coordinate communications, projects, resources and personnel to meet College grounds maintenance needs; plan, develop and implement landscaping and grounds maintenance projects; inspect grounds and landscaped areas to determine grounds maintenance, gardening and landscaping needs; inspect completed projects for accuracy, completeness and compliance with established requirements.

Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure compliance with established standards and procedures.

Supervise the mowing, edging, trimming and watering of lawns, fields and other turf grounds; assure proper preparation and fertilization of soil; direct personnel and activities to assure turf grounds are developed and maintained according to established quality standards; organize and direct the planting, cultivation, pruning, fertilization and irrigation of flowers, trees, grass and shrubs.

Develop and implement irrigation schedules; supervise the operation and maintenance of irrigation systems; direct and participate in the installation, repair and maintenance of College irrigation systems and related parts, components and equipment; adjust system settings according to weather conditions and College needs.

Coordinate response to College needs and work orders; estimate labor, material and equipment needed for grounds maintenance projects and activities; monitor inventory levels of materials and equipment; order, receive and maintain adequate inventory levels of materials and equipment.

March 2021

Ewing Consulting Services

Collaborate with and inspect the work of outside contractors; research prices for parts, materials and equipment; review and authorize expenditures according to established limitations; assist with budget development and preparation for grounds maintenance functions.

Organize, direct and participate in maintaining grounds maintenance equipment in safe operating condition as directed; perform minor maintenance and repairs on equipment as needed; arrange for major maintenance and repairs as needed.

Operate a variety of power-driven equipment such as mowers, tractors, skip loaders, edgers, blowers, hedge trimmers, chainsaws, forklifts, trucks and other equipment used in grounds work; utilize standard gardening hand tools; drive a vehicle to conduct work.

Supervise general grounds cleanup functions including the raking of leaves, sweeping of litter from walks and driveways, emptying of waste receptacles and picking up of paper, trash and debris.

Organize and direct the preparation of athletic fields and other facilities for sporting activities and special events.

Prepare and maintain various records and reports related to attendance, work orders, in-services, financial activity, equipment, supplies and assigned duties.

Communicate with personnel and various outside agencies to exchange information, coordinate activities and resolve issues and concerns.

Apply pest control methods to eradicate weeds and other pests according to established procedures as needed.

Attend and participate in various meetings and in-services as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization and direction of grounds maintenance and gardening activities involved in the beautification of grounds and landscaped areas.

Grounds maintenance procedures including mowing, edging, raking and weeding.

Methods, equipment and materials used in grounds maintenance and landscaping.

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

Inventory practices, procedures and requirements for grounds maintenance activities.

Applicable laws, codes, regulations, policies and procedures.

Methods and materials used in controlling pests and weeds.

Practices, procedures and techniques involved in the development and implementation of landscaping and gardening projects and the maintenance and repair of irrigation systems.

Operation and maintenance of hand and power tools and equipment used in ground maintenance.

March 2021

Ewing Consulting Services

Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Principles and practices of supervision and training.
Record-keeping and report preparation techniques.
Health and safety regulations.

ABILITY TO:

Organize and direct grounds maintenance and gardening activities involved in the beautification of College grounds and landscaped areas.
Coordinate communications, projects, resources and personnel to meet College grounds maintenance needs.
Plan, develop, implement and inspect landscaping and gardening projects.
Train and evaluate the performance of assigned personnel.
Interpret, apply and explain laws, codes, regulations, policies and procedures.
Assure adequate materials, equipment and personnel to meet District grounds maintenance needs.
Coordinate, direct and participate in the mowing, edging, trimming and watering of lawns, fields and other turf grounds.
Supervise the operation and maintenance of irrigation system.
Estimate labor, material and equipment requirements for projects and activities.
Direct the planting, cultivation, pruning, fertilizing and irrigation of flowers, trees, grass and shrubs.
Coordinate activities to assure grounds are maintained in a safe and clean condition.
Plan and organize work.
Meet schedules and time lines.
Work independently with little direction.
Communicate effectively both orally and in writing.
Prepare and maintain a variety of records and reports.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and four years increasingly responsible grounds maintenance, landscaping or related experience including one year in a lead capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Outdoor work environment.
Seasonal heat and cold or adverse weather conditions.
Exposure to fumes, dust, odors, oil, grease and gases.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate grounds maintenance equipment.
Walking or standing for extended periods of time.
Seeing to perform gardening and grounds work.
Lifting, carrying, pushing or pulling heavy objects as assigned by position.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.
Climbing ladders and working from heights.
Heavy physical labor.

HAZARDS:

Working around and with machinery having moving parts.
Working on ladders.