

PERALTA COMMUNITY COLLEGE DISTRICT - June, 2000

CLASSIFIED JOB DESCRIPTION

**ASSISTANT GROUNDS SUPERVISOR
(IUOE Local 39 Salary Range 45)
Job Code: 181**

CLASS PURPOSE

Under direction, the Assistant Grounds Supervisor performs advanced journey level work in assigning and evaluating groundskeeping work and training others in the use and maintenance of equipment.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Train staff in a variety of duties, including safety, hazmat substance handling, irrigation repair and equipment operation and maintenance.
- Assist in on-site inspection of irrigation and landscaping.
- Oversee spraying operations.
- Maintain chemical use sheet and equipment maintenance records.
- Attend meetings and seminars.
- Troubleshoot broken equipment.
- Perform tune-ups, brake and clutch jobs on small equipment.
- Overhaul carburetors, transmissions, sprinkler heads and remote control valves.
- Perform minor fence repairs.
- May order tools, supplies and equipment.
- Performs all the duties contained in the essential and marginal job functions of the Lead Groundswoker-Gardener position.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Three (3) years of continuous full-time paid professional experience performing commercial grounds-keeping and gardening duties, including one (1) year in a lead or supervisor role, or any combination of training and experience that could likely provide the desired knowledge and abilities.
2. Must possess a current valid California Department of Motor Vehicle Driver's License.

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3. Must be insurable under Peralta Community College District's current insurance policy.
4. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Knowledge of:
 - safety procedures, methods, supplies, and tools used in planting, cultivating, and caring for lawns, shrubs, and trees
 - gardening materials, tools, and equipment
 - common plant diseases, ant insect pests, and approved method of materials used for controlling an eradication
 - District's educational mission
 - plant cultivation, irrigation, spraying, and fertilization
 - operation and maintenance of motorized equipment used in grounds maintenance work
 - using computer to input/update work orders
 - soil preparation
- Ability to:
 - perform skilled grounds maintenance work
 - operate and maintain power mowers and other grounds maintenance equipment
 - establish and maintain cooperative relationships with those contacted in the work
 - safely use the hand and power tools of gardening and grounds-keeping work
 - perform heavy physical labor
 - follow verbal and written directions
 - schedule, assign, and supervise work of crew members
 - schedule, assign, and evaluate work of crews
 - perform major maintenance of equipment

ENVIRONMENTAL DEMANDS

- Occasional work performed in extreme cold, heat, and dryness.
- Occasional work performed in humid conditions.
- Occasional work performed in confined spaces.
- Frequent work performed alone.
- Occasional use of pesticides.
- Frequent work performed in wet conditions.
- Frequent work performed at elevated heights and with noise.
- Frequent use of moving and vibrating equipment.

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- Frequent use of motor vehicle on campus property.
- Frequent work performed with people.

MENTAL REQUIREMENTS

- Must be able to communicate in English (speaking, writing, and reading) at a level to safely and effectively perform the essential functions of positions in the Groundswoker series.

PHYSICAL REQUIREMENTS

- Occasional sitting and climbing of stairs.
- Frequent lifting and carrying (up to 50 lbs.) and pushing and pulling (up to 100 lbs.).
- Frequent climbing of ladders.
- Frequent use of balance.
- Constant standing and walking.
- Frequent use of oral communications.
- Frequent use of visual acuity.
- Frequent use of manual dexterity.
- Occasional work performed at a rapid pace.
- Frequent stooping and body twisting.

TOOLS AND EQUIPMENT USED

- Frequent use of protective clothing and equipment.
- Frequent use of a motor vehicle (e.g., van, tractor, truck or cart).
- Frequent use of hand and power tools (e.g., gang mowers, edger, trimmers, saws, loppers, sprayers or other related tools and equipment).

Revised: N/A