

PERALTA COMMUNITY COLLEGE DISTRICT - June, 2000

CLASSIFIED JOB DESCRIPTION

**GROUNDS SUPERVISOR
(IUOE Local 39 Salary Range 50)
Job Code: 052**

CLASS PURPOSE

Under general direction, the grounds Supervisor performs supervisory work in planning, supervising and coordinating the gardening and grounds-keeping work in the District.

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.

- Schedules work and assigns gardening and grounds-keeping duties.
- Provides technical assistance to subordinates and inspects completed work and work-in-progress.
- Confers with District and college officials in regard to maintenance and beautification of grounds.
- Reviews landscape plans and specifications.
- Acts as the District inspector for newly landscaped areas, prepares a list of violations of the contract specifications.
- Develops landscaping plans and supervises the planting of trees, shrubs, and hedges.
- Supervises the installation and maintenance of lawn sprinklers.
- Determines the need for spraying, fertilizing, and pruning.
- Computes fertilizer requirements.
- Makes recommendations on the employment of grounds personnel.
- Requisitions supplies, tools, and equipment.
- Assigns work orders and equipment to subordinates.
- Assists in the development of departmental budget.
- Designs and orders signs
- Obtains bid proposals for paving, fencing and landscape projects.
- Oversees maintenance repairs to storm drains.
- Oversees the annual certifications of backflow preventors
- May work with architects and contractors.

Job Description: Grounds Supervisor

- Performs all the duties contained in the essential and marginal job functions of the Assistant Grounds Supervisor position.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Five (5) years of continuous full-time paid professional experience performing commercial grounds-keeping and gardening duties, including two (2) years of supervisory or administrative experience; or any combination of training and experience that could likely provide the desired knowledge and abilities.
2. Must possess a State of California Department of Pesticide Regulations Qualified Applicator Certificate, categories B and C.
3. Must possess a current valid California Department of Motor Vehicle Driver's License.
4. Must be insurable under Peralta Community College District's current insurance policy.
5. 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
 - principles of supervision and leadership, and enforcing safe operational conditions
 - skills in reading and interpreting plans, specifications and blueprints
 - roadway, parking lot, and pathway maintenance programs
- 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

Job Description: Grounds Supervisor

- recommend and carry out a district-wide program of landscaping, grounds, roadway and parking lot maintenance
- apply the principles and methods of skilled gardening work
- effectively supervise others

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.
- 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.

Job Description: Grounds Supervisor

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