

## **IMPERIAL COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: GROUNDS MAINTENANCE SUPERVISOR**

#### **BASIC FUNCTION:**

Under direction of the Director of Maintenance and Operations, plan, coordinate, oversee and participate in the District's grounds maintenance operations; organize, schedule, assign and review grounds maintenance work; train, supervise and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

Plan, organize, oversee and participate in activities designed for the beautification, cleanliness and maintenance of landscaped areas and District grounds; evaluate current staffing, maintenance requirements and determine priorities accordingly.

Prepare, develop and implement grounds maintenance schedules for mowing, planting, watering and fertilizing landscaped areas and District grounds; assure duties are performed in a timely and efficient manner and consistent with seasonal requirements and current weather conditions; evaluate grounds maintenance needs and determine appropriate priorities for staff assignments.

Supervise and evaluate the performance of assigned personnel; assign and review work in progress and completed work; inspect District grounds to identify deficiencies and grounds maintenance needs and take appropriate action.

Provide and arrange for training of staff in a variety of areas such as health and safety regulations, equipment operation and maintenance, application of insecticides and herbicides, sprinkler installation and repair, and other grounds maintenance functions and activities.

Participate in planning grounds maintenance and improvement projects such as installing fences and irrigation systems, laying concrete, resurfacing asphalt and paved areas, and related projects.

Oversee the maintenance of athletic fields; assure turf is prepared for physical education classes and intercollegiate athletic events.

Participate in planning the annual grounds maintenance budget; recommend the purchase, repair, replacement or upgrade of grounds maintenance equipment, vehicles and materials.

Assure the timely and proper cleaning and preventive maintenance of grounds maintenance equipment and hand and power tools.

Purchase and maintain an inventory of frequently used supplies, materials and equipment used in grounds maintenance activities; test new products and make purchase recommendations.

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Communicate with vendors in the community to price, evaluate and order irrigation and landscape supplies, and rent equipment; interview vendors, suppliers and manufacturer's representatives and evaluate the quality, availability and price of equipment, materials and supplies.

Confer with District personnel regarding grounds maintenance needs for special events on campus; adjust staff schedules and respond to special needs.

Plan, organize, coordinate and oversee the installation, maintenance and repair of fences, irrigation systems, asphalt, concrete and related aspects of grounds maintenance.

Operate forklift, loader, trancher and backhoe.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

Principles and practices of training and supervision.

Scheduling practices and inspection of multiple grounds maintenance projects and activities.

Oral and written communication skills.

Basic elements of landscaping and irrigation system design.

Methods of planting and cultivating lawns, trees, shrubs and flowers.

Mowing, edging, pruning and trimming techniques.

Operation and preventive maintenance of tools and power equipment used in grounds maintenance.

Common insecticides and herbicides and their application.

Health and safety regulations and practices.

Sprinkler operation and maintenance.

**ABILITY TO:**

Plan, organize, coordinate and oversee District-wide grounds maintenance operations and activities for a community college district.

Train, supervise and evaluate the performance of assigned personnel and student workers.

Schedule, assign, review and inspect grounds maintenance duties and functions.

Estimate time and materials needed to complete scheduled grounds maintenance activities and special projects.

Evaluate grounds maintenance products and equipment and make purchasing recommendations.

Oversee the mowing, cultivation and care of landscaped areas and campus grounds.

Operate and demonstrate the use of a variety of tools, equipment and vehicles used in grounds maintenance work.

Oversee the installation, operation and maintenance of automatic sprinkler systems.

Maintain routine records and prepare reports.

Meet schedules and timelines.

Apply insecticides and herbicides to assure insect and weed control.  
Establish and maintain effective and cooperative working relationships with others.  
Oversee and participate in grounds maintenance duties as required.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: graduation from high school including or supplemented by training in landscape design, horticulture or closely related field and three years of experience in grounds maintenance work which included the care of lawns and other vegetation, asphalt and concrete areas, including one year of experience in a lead capacity.

**LICENSES AND OTHER REQUIREMENTS:** Valid California driver's license.

**WORKING CONDITIONS:** Duties are primarily performed in an outdoor environment. Duties involve