

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: **GROUNDS MAINTENANCE SUPERVISOR**

BASIC FUNCTION:

Under the direction of an assigned supervisor, plan, organize and oversee the grounds maintenance and operations at an assigned campus; perform a variety of technical tasks related to grounds maintenance activities; train and provide work direction to others.

REPRESENTATIVE DUTIES:

Plan, organize and oversee the grounds maintenance and operations at an assigned campus; recommend and assist in the implementation of goals and objectives; establish schedules and methods for grounds and equipment operations; implement policies and procedures. *E*

Train and provide work direction to assigned staff; assign and review work of staff involved in grounds construction, maintenance and operations, including landscape and sprinkler installation, sprinkler maintenance and repair, pest and weed control, tree maintenance and a variety of skilled trades related to landscape and grounds maintenance. *E*

Evaluate grounds maintenance operations and activities; recommend improvements and modifications; prepare various reports on operations and activities. *E*

Participate in budget preparation and administration; prepare cost estimates for equipment and supplies; submit justifications for expenditures; monitor and control expenditures. *E*

Oversee the maintenance and pre-event preparation of athletic facilities as related to grounds maintenance; schedule repairs of equipment with appropriate campus staff. *E*

Monitor the care of plants in arboretum, green houses, experimental plots and ornamental flower beds; regulate green house temperature; prepare and implement schedules for fertilization. *E*

Assure clean and orderly conditions for workshops and work areas; maintain safety standards. *E*

Select materials, equipment and tools necessary for grounds maintenance assignments; order supplies and repair parts. *E*

Communicate with faculty, staff and students regarding coordinating the preparation of special campus events; conduct staff meetings with grounds maintenance staff. *E*

Prepare work schedules and monitor time cards. *E*

Receive and respond to questions or concerns and provide information to faculty, staff and students; investigate complaints and recommend corrective action to resolve complaints as necessary. *E*

Operate a variety of grounds maintenance and construction equipment. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, practices, equipment and tools used in grounds and facility maintenance.
Soil and temperature conditions for growing a variety of plants, bushes, trees, flowers and grass.
Principles and practices of training and providing work direction to others.
Record-keeping techniques.
Budgeting procedures and techniques.
Basic arithmetic.
Health and safety practices and procedures.
Interpersonal skill including tact, patience and courtesy.
Oral and written communication skills.
Operation of grounds maintenance and construction equipment.

ABILITY TO:

Plan, organize and oversee the grounds maintenance and operations at an assigned campus.
Perform a variety of technical tasks related to grounds maintenance activities.
Train and provide work direction to others.
Assign and review work.
Safely and effectively apply insecticides, herbicides and fungicides.
Operate a variety of grounds maintenance and construction equipment.
Prepare and maintain records and reports.
Participate in the administration and preparation of a budget.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Plan and organize work.
Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of increasingly responsible grounds maintenance experience.

LICENSES AND OTHER REQUIREMENTS:

Possession of, or ability to obtain, a valid California driver's license.
Satisfactory completion of pre-employment physical assessment.
Satisfactory completion of pre-employment drug testing.

WORKING CONDITIONS:

ENVIRONMENT:

Outdoor environment.

Drive a vehicle to conduct work.

Seasonal heat and cold, or adverse weather conditions.

Fumes from equipment operation.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |

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| <u>1</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations. |
| <u>3</u> | b. | Ability to stand for extended periods of time. |
| <u>3</u> | c. | Ability to see for purposes of reading printed matter. |
| <u>4</u> | d. | Ability to hear and understand speech at normal levels. |
| <u>4</u> | e. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>4</u> | f. | Ability to bend and twist, push and pull, stoop, kneel, crawl. |
| <u>2</u> | g. | Ability to lift <u>75</u> lbs. |
| <u>2</u> | h. | Ability to carry <u>75</u> lbs. |
| <u>3</u> | i. | Ability to reach in all directions. |
| <u>1</u> | j. | Ability to work at heights. |
| <u>1</u> | k. | Ability to ascend and descend a ladder. |
| <u>3</u> | l. | Ability to use all gardening tools such as shovels, picks, hoes, weedwacker, blower. |
| <u>3</u> | m. | Ability to work in the elements (extreme temperatures). |

HAZARDS:

Working around and with machinery having moving parts.

Working at heights.

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.