



**TITLE: Coordinator, Grounds Operations/Santa Rosa Campus**

**CLASSIFICATION: Classified**

**SALARY GRADE: M**

**JOB DESCRIPTION:**

Under general direction, coordinates landscape maintenance and sports field set up and maintenance activities; Assists in designing, implementing and maintaining areas for new plants and irrigation systems; maintains records of irrigations water use and scheduling; monitors and gives input into the operational budget; serves as a lead worker to other Classified staff in the area.

**SCOPE:**

The Coordinator, Grounds Operations, Santa Rosa Campus plans, schedules, coordinates and performs grounds maintenance and a variety of Grounds related duties, such as the monitoring, scheduling, and repairing of irrigation systems; and performs athletic field maintenance and set up.

**DISTINGUISHING CHARACTERISTICS:**

The Coordinator, Grounds Operations is distinguished from the Groundskeeper II in the increased scope of coordinating grounds work, maintaining and operating irrigation systems; and overseeing the turf maintenance program and athletic playing fields.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.*

1. Initiates and implements landscape improvement projects; designs areas for new plantings and irrigation; estimates costs, locates sources, selects and purchases plant materials and supplies.
2. Schedules, assists, and coordinates the work of staff for assigned facilities and athletic events and sports fields.
3. Maintains chemical use, safety and training records, including Safety Data Sheets (SDS); may present safety trainings.
4. Assists in monitoring the operational budget; may assist in preparation of an operational budget.
5. Performs a wide variety of grounds and landscape maintenance duties.
6. Sets and monitors irrigation time clocks, well, pumping stations, and Central Control computer irrigation program; performs repairs to equipment and irrigation sprinklers; installs and maintains irrigation systems; maintains, repairs or arranges for repair of weather station and water flow monitoring system.
7. Maintains pathways and roads, patching pot holes, cleaning drains, and sweeping debris.
8. Using leaf blowers, turf-vacs, sweeper trucks, or other tools.
9. Operates power equipment such as, but not limited to, edger, hedge trimmers, chain saws, lawn mowers, riding mowers, power sprayers and tractor/loaders; maintains, adjusts, repairs, or coordinates repairs on power equipment.
10. Works with contractors or sub-contractors in facilitating grounds related work.

**KEY DUTIES AND RESPONSIBILITIES – Continued**

11. Reviews landscape architectural plans and makes suggestions regarding layouts for new construction and campus expansion projects.
12. Serves as a lead work for other classified staff assigned to the area.
13. Supervises student and short-term, non-continuing employees.

**ABILITY TO:**

Coordinate grounds keeping operations; operate hand and power tools used in landscape maintenance; perform skilled grounds maintenance work; perform heavy physical labor; follow and give oral and written instructions; demonstrate sensitivity to, and respect for, a diverse population.

**KNOWLEDGE OF:**

Methods, supplies, and tools used in planting, cultivating, and caring for lawns, shrubs, annuals and perennials, and trees; plant identification and cultivation requirements; plant pest/disease issues; installation, maintenance and repair of irrigation systems (drip and automatic); and scheduling and operation of irrigation time clocks and central control irrigation components; best practices for sustainable landscaping and irrigation; standard office productivity software.

**QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

**EDUCATION:**

Graduation from high school and significant college-level coursework in a related field.

**EXPERIENCE:**

Increasingly responsible (2-4 years of full-time or part-time equivalent) experience overseeing grounds operations for an organization and/or educational institution. Experience maintaining large grounds preferred.

**LICENSE OR CERTIFICATE:**

- This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.
- Training requirements (to be completed within 6 months from date of hire): Injury Illness and Prevention Program, Hazard Communication, Industrial Truck/Forklift Certification, Lockout/Tagout, Fall Protection, and Respiratory Protection.

**SPECIAL REQUIREMENTS:**

Must be able to perform physical activities, such as, but not limited to, lifting heavy items (up to 50 lbs. unassisted), bending, standing, climbing or walking. Frequently required to work under inclement weather conditions. Must be able to work safely in an environment containing hazardous chemicals using personal protective safety measures. Must be able to operate a variety of gas powered equipment and sharpen hand and power tools safely.