

| TITLE | CLASSIFICATION | SALARY RANGE |
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| Manager, Grounds & Recycling | Management Team Classified Supervisor | 11 |

SCOPE OF POSITION:

Under the direction of the Director, Facilities Operations, organize, and direct the grounds and waste management activities to provide a safe, attractive and functional environment for outdoor activities at all District campuses and sites; oversee recycling and waste management services, pest control, signage, fencing and pavement, and sidewalk repair and maintenance activities; train, supervise and evaluate the performance of assigned staff.

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. Conduct routine and continuous inspections of District grounds; inspect work in progress and completed assignments; correct deficiencies, and unsafe practices or conditions; make recommendations for corrective actions or improvements.
2. Prepare written specifications, conduct bid tours, and oversee the satisfactory completion of contract work including paving, fencing, parking lot maintenance, trash disposal, pesticide application, equipment maintenance, landscape maintenance, recycling, and tree care and maintenance.
3. Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan and conduct grounds maintenance safety, horticultural training, and waste management safety for assigned staff.
4. Coordinate the District Waste Diversion Program including, purchasing related equipment and supplies, expanding the program, educating participants, and maintaining budget and related records; collaborate with departments at all District sites to reduce waste and promote reuse and recycling.
5. Oversee the planting and transplanting of trees, shrubs, ground cover, annuals and other plant material; serve as a consultant to construction inspectors on contracted irrigation and landscape installation or building construction impacting campus trees or other plant material; determine requirements for and direct pruning and other maintenance of trees, shrubs and hedges; maintain campus tree inventory and tree maintenance records.
6. Manage, monitor and program the District-wide central control irrigation system and weather stations; determine the requirements for and oversee the installation and maintenance of automatic and manual turf irrigation systems; supervise the operation of pumps, wells and pressure systems used for irrigation.
7. Manage pesticide and chemical safety requirements, record-keeping, notification and reporting requirements; determine requirements of various pesticide controls; maintain the Materials Safety Data Sheet (MSDS) binder and required pesticide training and application records; develop and implement related programs.
8. Determine requirements for and requisition grounds maintenance tools, supplies and equipment; develop annual grounds equipment requests and conduct new equipment evaluations and price comparisons.
9. Direct and supervise the repair and maintenance of paved walks, drives and parking lots; direct and supervise the maintenance and repair of site furnishings, fences, signs, ground drainage systems and erosion control work.

KEY DUTIES AND RESPONSIBILITIES – Continued

10. Provide technical expertise, information and assistance to the Director regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
11. Direct the preparation and maintenance of narrative and statistical reports and records related to personnel and assigned activities.
12. Communicate with faculty, staff, students and external organizations to coordinate activities and programs, resolve issues and exchange information; communicate with outside organizations to discuss matters related to area of responsibility.
13. Develop and prepare the budget for grounds operations, tree care and recycling activities; analyze and review budgetary and financial data; authorize expenditures in accordance with established policies and procedures.
14. Schedule the maintenance of grounds maintenance equipment.
15. Attend and conduct meetings; serve on assigned committees.

KNOWLEDGE OF:

1. Management of the activities and operations of grounds maintenance, pesticide and recycling programs.
2. Horticulture, arboriculture, and turf management methods, techniques and safety standards.
3. Irrigation design and repair, and systems and components.
4. Proper application of pest management.
5. Safe operation and maintenance of various landscape tools and equipment.
6. Math skills to accurately determine recycling and waste diversion rates, design landscapes and irrigation systems, calculate water use, and formulate pesticide application rates.
7. Budget preparation and control.
8. Oral and written communication skills.
9. Principles and practices of administration, supervision and training.
10. Applicable laws, codes, regulations, policies and procedures.
11. Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

1. Train, supervise and evaluate the performance of assigned staff.
2. Read and understand landscape blueprints.
3. Communicate effectively both orally and in writing.
4. Interpret, apply and explain rules, regulations, policies and procedures.
5. Establish and maintain cooperative and effective working relationships with others.
6. Operate a computer and assigned office equipment.
7. Analyze situations accurately and adopt an effective course of action.
8. Meet schedules and time lines.
9. Work independently with little direction.

ABILITY TO – Continued

10. Plan and organize work.
11. Prepare comprehensive narrative and statistical reports.
12. Direct the maintenance of a variety of reports, records and files related to assigned activities.
13. Demonstrate sensitivity to, and respect for, a diverse population.

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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Associate's degree in landscape management or design, horticulture or related field

EXPERIENCE:

Increasingly responsible grounds maintenance, irrigation management or related experience.

LICENSES AND OTHER REQUIREMENTS:

Valid and current Qualified Applicators Certificate.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor/outdoor environment.
Driving a vehicle to conduct work.
Adverse weather conditions.

PHYSICAL DEMANDS:

Lifting, carrying, pushing or pulling heavy objects.
Heavy physical labor.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders or horizontally.

HAZARDS:

Pesticides and other chemicals used in assigned activities.
Working around and with machinery having moving parts.