

TITLE: Coordinator, Grounds Maintenance

CLASSIFICATION: Classified

SALARY GRADE: C09

SCOPE OF POSITION:

Under general direction, coordinates landscape and athletics field set-up and maintenance activities. Assists in the design, implementation, and maintenance of grounds for new landscape and irrigation systems. Maintains records of irrigation water use and scheduling. Monitors and assists with the department's operational budget. Serves as lead worker to other classified employees in this area.

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. Coordinates the work of staff for, and collaborates with external contractors on, assigned facilities and athletics fields, including oversight of waste diversion program.
2. Sets and monitors irrigation time clocks, wells, pumping stations, and software irrigation control programs. Performs repairs, installations, and other maintenance services to equipment and irrigation systems. Maintains, repairs, or coordinates the repair of weather station and water flow monitoring system.
3. Operates power equipment, including edger, blower, hedge trimmer, chain saw, lawn mower, riding mower, power sprayer, tractor, trencher, and weed eater to help maintain the grounds. Coordinates maintenance and repair of all power equipment.
4. Assists in monitoring and preparation of the operational budget.
5. Recommends and coordinates landscape improvement projects. Designs areas for new plantings and irrigation. Estimates costs, locates sources, and purchases plant materials and supplies.
6. Reviews landscape architectural plans and makes suggestions regarding layouts, plant lists, and policies for new construction and campus expansion projects.
7. Maintains chemical use, safety, and training records, including safety data sheets (SDS). Prepares reports for District-wide pesticide and reclaimed water usage. Schedules and presents safety trainings related to grounds maintenance.
8. Hires, trains, and supervises student employees.
9. Serves as a lead to other classified and short term, non-continuing (STNC) employees.

KNOWLEDGE OF:

1. Methods, supplies, and tools used in planting, cultivating, and caring for lawns, shrubs, annuals and perennials, and trees.
2. Plant identification and cultivation requirements.
3. Plant pest and disease issues.
4. Installation, maintenance, operation, and repair of irrigation systems.
5. Best practices for sustainable landscaping and irrigation.

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KNOWLEDGE OF – Continued

6. Relevant local, state, and federal rules and regulations, policies and procedures.
7. Applicable technology usage, including standard office productivity software and other appropriate technology.

ABILITY TO:

1. Operate hand and power tools used in landscape maintenance.
2. Perform physical labor.
3. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
4. Communicate effectively, both orally and in writing.
5. Exercise appropriate judgement in interactions with others and with work processes.
6. Interact with the public in a helpful, courteous and professional manner.
7. 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 degree required.

EXPERIENCE:

2+ years of experience in grounds operations for a large organization.

OTHER REQUIREMENTS:

- 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.
- Current and valid Qualified Applicator Certification (license required for certification).
- 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, Applicator Certification and Respiratory Protection.
- Must be able to perform physical activities such as, but not limited to, lifting (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, sharpen hand, and power tools safely.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).