

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

MANAGER, GROUNDS

DEFINITION

Under general direction, plans, organizes, and manages the operations of the District's grounds maintenance program; supervises assigned staff; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director, Facilities, Operations, & Planning. Exercises direct and general supervision over assigned staff.

CLASS CHARACTERISTICS

This is a mid-management-level classification responsible for managing the services and activities of the grounds maintenance program. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Director, Facilities, Operations & Planning in a variety of areas.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

1. Plans, manages, and oversees the daily functions, operations, and activities of grounds maintenance, including ornamental landscaping, sports field maintenance, arboriculture, hardscape installation and repair, trash collection, green waste recycling, potable and reclaimed irrigation water systems operation and consumption management, pesticide application, storm water pollution prevention (SWPP), and open space vegetation control.
2. Participates in the development and implementation of goals, objectives, policies, and priorities for the assigned functions; within District policy, recommends appropriate budget, service, and staffing levels; recommends, establishes, and administers policies and procedures.
3. Participates in the development, administration, and oversight of the grounds maintenance program budget.
4. Develops and implements grounds maintenance schedules using the District's computerized maintenance management system.
5. Develops and implements major grounds projects, including the preparation of plans and specifications for grounds and hardscape modifications and estimating material and labor costs; develops scopes of work through requisition process; coordinates and inspects the work of outside contractors involved in repairs and construction.
6. Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of the assigned unit, service delivery methods, and procedures; assists in the planning of new District construction by recommending standards for landscaping, hardscape, and groundskeeping infrastructure in order to optimize grounds and landscaping for new facilities; assesses and monitors workload, administrative and support systems, and internal reporting relationships; reviews and evaluates work products; identifies opportunities for improvement and makes recommendations to the Director, Facilities, Operations, & Planning.
7. Participates in the selection of new staff for assigned areas of responsibility; trains, motivates, and evaluates assigned staff; provides or coordinates staff training; coaches staff toward improved

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
Manager, Grounds - *Continued*

performance; recommends and implements discipline and termination procedures; responds to staff questions and concerns.

8. Supervises technical and practical aspects of irrigation system construction, installation, maintenance, and repair; programs computerized irrigation controllers.
9. Oversees the implementation of Best Management Practices (BMP's) in accordance with the District's SWPP program; ensures compliance with federal and state storm water restriction regulations and best management practices for all campus areas including developed, cultivated, and open spaces and parking lots.
10. Oversees and participates in the vegetation recycling program (green waste); trims and removes excess growth from plants, trees, and turf; chips wood materials and recycles into planters and other areas; aerates debris from decomposition or stockpiles for green waste recycling pick-up; provides reports on the District's recycling participation as needed.
11. Researches various aspects of water management; provides direction and assistance to staff regarding water management; coordinates water survey; inspects for water waste; maintains specified precipitation rates; prepares water usage reports with annual comparisons and savings as needed.
12. Operates, maintains, and repairs various grounds maintenance equipment, vehicles, and tools; prepares preventive maintenance procedures for all equipment and tools and enters into the District's computerized maintenance management system; oversees, directs, and documents the schedule and assignments for completing the required preventive maintenance of all assets in the department.
13. Monitors changes in laws, regulations, and technology that may affect District or departmental operations; implements policy and procedural changes as required.
14. Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Director Facilities, Operations, & Planning.
15. Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
16. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
17. Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, budget development, program development, implementation, and evaluation.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of employee supervision, including work planning, assignment, review, and evaluation, and the training of staff in work methods and procedures.
- Principles, practices, methods, equipment, materials, and tools used in grounds maintenance.
- Safe operation and routine maintenance of heavy equipment and power tools used in area of responsibility.
- Proper use and applications of a variety of pesticides and herbicides.
- SCADA water treatment systems.
- Principles and practices of computer programming and networking sufficient to install smart irrigation controllers.
- Techniques of composting.

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
Manager, Grounds - *Continued*

- Applicable federal, state, local, and District laws, regulations, ordinances, policies, and procedures relevant to assigned programs, projects, and operations.
- Contemporary issues of inclusion, social justice, diversity, access, and equity as related to higher education.
- Methods and techniques for the development of presentations, business correspondence, research, and reporting, and information distribution.
- Principles and practices of record keeping.
- Modern office practices, procedures, technology, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socioeconomic, ethnic, religious, and cultural backgrounds, physical ability, and sexual orientation.

Ability to:

- Provide leadership and direction for the assigned unit.
- Develop and implement goals, objectives, policies, procedures, and work standards for assigned program.
- Develop and monitor budgets and effectively utilize resources.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, local, and District laws, regulations, ordinances, policies, and procedures.
- Install potable water lines.
- Test backflow prevention devices
- Identify and correct cross connections.
- Install, program, and network smart irrigation controllers.
- Select, train, motivate, and evaluate the work of staff; train staff in work methods and procedures.
- Delegate authority and responsibility.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer grounds programs, projects, events, and activities.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Maintain accurate databases, records, and files.
- Effectively manage priorities in complex and diverse operational units.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Use tact, initiative, prudence, ethics, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
Manager, Grounds - Continued

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12th) grade, supplemented by eighteen (18) quarter units of college-level course work or specialized training in horticultural science, landscape management, or related field AND training or education in supervision, PLUS five (5) years of increasingly responsible experience in grounds maintenance that included the maintenance and repair of athletic fields.

LICENSES AND CERTIFICATIONS:

Possession of and ability to maintain a valid California Driver's License.

Possession of or ability to obtain a Qualified Pesticide Applicator Certificate issued by the California Department of Pesticide Regulation.

Possession of or ability to obtain a Recycled Water Site Supervisor certificate.

Possession of or ability to obtain a Backflow Tester certification.

Cross Connection Control Certification is desirable.

DISTRICT VALUES

Incumbents in District positions are expected to exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, as well as to work in the field; to operate a vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Incumbent performs work in an office and in the field, including at heights and on rooftops and underground or below grade; standing and walking between work areas is regularly required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. The incumbent must occasionally bend, stoop, or kneel in the performance of work duties. Incumbent must possess the ability to lift, carry, push, and pull materials and objects weighing 50 pounds or more with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Incumbent works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbent also works in the field with exposure to high noise levels, ambient temperature and weather conditions, dust or fumes, hazardous chemicals, vermin and insects, and hazardous or moving machinery or equipment. Incumbent must use personal protective equipment in some work settings.

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
Manager, Grounds - *Continued*

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Forsberg Consulting Services

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Human Resources

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Human Resources

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Koff & Associates