

# BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: SUPERVISOR, GROUNDS MAINTENANCE**

**U219.100**

**BASIC FUNCTION:** Under the direction of the Director, Facilities Planning and Management, directs and supervises the daily activities and resources related to the operation of the District's Grounds Maintenance Department. Participates as part of the Facilities Planning and Management Leadership Team. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS:** Work is performed requiring high levels of independent judgement; involves working knowledge of regulatory oversight and reporting associated with water quality, conservation, diversion, storage and water pollution prevention planning; provides supervision over capital improvement projects associated with all District grounds; provides leadership and supervisory duties to other departments within Facilities Planning and Management as directed.

**REPRESENTATIVE DUTIES:** *(The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The essential duties of the class are indicated with an asterisk \*.)*

- \*1. Participates as part of the Facilities Planning and Management Leadership Team by effectively directing and supervising assigned departmental personnel. Supervisory duties include, but not limited to: instructing, planning and assigning work; determining performance objectives; maintaining standards; coordinating activities; selecting new employees; acting on employee disciplinary issues and recommending employee discipline and discharge as appropriate; reviewing and evaluating the work of departmental employees for effectiveness, completeness and accuracy and adherence to departmental policies and procedures; provides safety, skill training, advice and assistance as needed.
- \*2. Manages and supervises the daily workflow of departmental employees, ensuring the completion of daily tasks as assigned; assists staff to accomplish daily functions as needed.
- \*3. Develops organizational, operational and comprehensive plans and operating procedures for departmental projects and functions. Evaluates and plans for both short-and long-term staffing and equipment needs as well as assigning staff to assist outside contractors as needed.
- \*4. Manages the training of departmental employees on new and/or revised departmental systems or procedures, ensures compliance with all applicable safety regulations and standards, including all requirements associated with hazardous materials, while effectively ensuring the District's standards set for appearance and cleanliness are being met. Regularly inspects grounds and performs damage assessment as required.
- \*5. Evaluates, prioritizes and schedules maintenance, repair and renovation projects for District grounds and watering systems; determines projects to be included in scheduled maintenance; coordinates planned projects and activities with facilities and affected staff; works from blueprints, shop drawings and sketches.
- \*6. Evaluates and catalogs repair and maintenance requirements and tasks completed for all District grounds; develops an annual calendar of anticipated grounds maintenance projects to ensure public safety, accessibility, appearance and industry best practices are achieved.
- \*7. Secures estimates for work to be performed; prepare estimates of time and materials required for construction and remodel projects; analyze actual costs compared to estimated costs; collaborates with staff in performing cost estimates.
- \*8. Assesses District land use regulation programs and drafts responses to responsible agencies regarding District. Monitors environmental/land-use permits and acts as liaison with community members and organizations for land-use issues.
- \*9. Serves as District agent in coordinating water diversion rights with regulatory agencies. Monitors, assesses, performs tests and prepares and submits annual and other reports associated with the Storm Water Pollution Prevention Plan and coordinates flood control efforts.
- \*10. Programs, maintains and implements program changes for the irrigation controllers utilizing the on-site computerized weather station. Utilizes proper water management techniques according to evapotranspiration to ensure flow, gallons per minute and pounds per square inch are adhered to. Keeps schedule adjusted according to scheduled campus activities.
- \*11. Reviews and determines departmental resource needs; recommends and coordinates purchases of major equipment, services and materials.
- \*12. Prepares and monitors budget(s) for assigned area; prepares and/or approves budgetary/accounting reports, to include timesheets, invoices and purchase orders. Prepares all required departmental records and reports.
- \*13. Develops and implements procedures to ensure satisfactory customer service.
- \*14. Maintains knowledge of current technologies, trends and changes in the industry relating to required functions.
- \*15. Monitors the effectiveness of assigned area. Assists with the coordination and scheduling of specialized functions requiring the use of District grounds. Develops action plans to correct problems as required and manages the implementation of these plans.
16. Receives and responds to emergency calls 24 hours per day.
17. Assists in the coordination of activities during campus / community emergencies and natural disasters and other events.
18. Initiates and maintains positive relationships with other departments and members of the campus community, contractors, vendors, consultants, and suppliers.

19. Attends and participates in District staff and committee meetings and trainings as scheduled.
20. May perform supervisory duties in other areas within Facilities, Planning and Management Department as directed.
21. Serves on a variety of District committee as directed.
22. Performs related work as required.

**MINIMUM QUALIFICATIONS: EDUCATION AND EXPERIENCE:**

- Associates Degree or the equivalent\*.
  - Four (4) years of journey level experience in grounds maintenance, operation of irrigation water systems and/or pesticide application.
- \* *Education equivalency equals two (2) years of increasingly responsible, directly related work experience for each full year (24-30 units) of college. Work experience must be directly related to the responsibilities of this classification.*

**CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:**

- Must have a valid California state driver's license maintained throughout duration of employment with the District
- Possession of a valid, Qualified Applicators Certificate
- Possession of or the ability to obtain within the first 6-months of employment: Forklift Operators Certificate and Aerial Lift Operators Certificate.

**DESIRED QUALIFICATIONS:**

- Associates Degree in Horticulture.
- Prior supervisory experience.
- Experience in grounds maintenance, operation of irrigation water systems and pesticide application in a public educational environment.
- Experience in regulations and Occupational Safety and Health Administration (OSHA) rules and regulations.
- Possession of a valid, Landscape Irrigation Auditor Certificate.

**KNOWLEDGE, SKILLS AND ABILITIES: (May be acquired through education, training and/or experience.)**

**Knowledge of :** District policies, rules and procedures; laws, codes and ordinances pertaining to the specific responsibilities of the position; effective supervisory and managerial concepts and principles; preparing cost estimates; the materials, tools, equipment and practices used in departmental maintenance, operations and landscape construction projects; contract management procedures; landscape planning and design theories and practices; applicable safety methods associated with departmental equipment and activities; basic office practices and equipment; bio-hazardous waste handling and disposal procedures.

**Ability to:** ensure compliance with all laws, regulations and policies through effective supervision and leadership; motivate and provide supervision to employees; accurately prepare cost estimates of materials and parts needed and to order same; analyze estimates for accuracy and approve invoices; make mathematical calculations quickly and accurately; plan and implement effective safety procedures; prepare effective technical plans and designs; establish and maintain standards appropriate to area of assignment plan and implement effective safety procedures for departments supervised; develop and implement various short- and long-term plans and procedures in support of efficient, cost-effective departmental maintenance and operations; assess departmental needs and secure required resources; ensure effective, courteous customer service from employees supervised; maintain budget records and reports with accuracy; communicate effectively, both orally and in writing; analyze problems and apply appropriate problem-solving and decision-making skills; work independently with limited supervision; establish and maintain cooperative working relationships with those contacted in the course of work; work with diverse populations; prepare and maintain records and reports accurately and completely; operate and ensure the maintenance of department vehicles, tools and equipment; and to use general office equipment, including computers.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Provides direct supervision to departmental classified staff, temporary staff and student employees.

**PHYSICAL EFFORT:**

Tasks involve frequent walking, standing and climbing ladders; the ability to conduct regular, and at times, sustained exertion of physical effort, such as walking over rough or uneven surfaces, bending, stooping, crouching, pushing, pulling, working in confined spaces, climbing, some lifting and carrying moderately heavy items (20-50 pounds); the operation of vehicles, shop equipment, and hand tools in which manipulative skills and hand/eye coordination are important ingredients of safe and/or productive operations.

**Physical:** Primary functions require sufficient physical ability and mobility to perform activities that require considerable use of arms, hands, legs, and moving the whole body, such as for walking, standing, lifting, bending, twisting, and reaching; to operate and control equipment or systems; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to see details at close range; operate assigned equipment and to observe and assess the demeanor of others.

**Hearing:** Hear in the normal audio range with or without correction. Speech Recognition — The ability to identify and understand the speech of another person; to hear well enough to understand, respond, and communicate clearly in person and on the telephone.

**CONTACTS:**

All classifications of faculty, staff and administration at Butte College, other districts and agencies; architects, engineers, contractors, vendors; shipping company personnel; general public.

**WORKING CONDITIONS:**

Exposure to adverse weather conditions, extreme heat or cold; noise from equipment and machinery; strong and/or toxic fumes/chemicals; dusts and pollen; uneven/slippery surfaces; machinery hazards; hazardous materials; working in confined spaces; high voltage; high pressure gases and liquids; good faith estimates of working under pressure of deadlines; frequent interruptions and occasionally difficult situations; equipment and construction site hazards. Tasks require some lifting and carrying of objects of moderately heavy weight (20 – 50 pounds).

**NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS**

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.