DEFINITION:
Under limited supervision, responsible to plan, schedule, supervise, inspect and assist in the work of the Grounds Gardening crew at De Anza; prioritizes all work orders and assigns crew accordingly.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:
Depending upon assignment, duties may include, but are not limited to, the following:

1. Assigns duties to Grounds-Gardeners, and inspects completed work.
2. Plans schedules for new planting, and routine grounds care and watering.
3. Supervises, assists, and trains Grounds-Gardeners in the planting, cultivating, propagating, transplanting, and care of trees, shrubs, hedges, flowers, lawns, and various ground covers or other assigned work.
4. Designs and lays out minor landscape work as necessary.
5. Supervises and assists in pest and weed control work.
6. Supervises or assists with minor repairs to gardening equipment.
7. Supervises and assists laying out baseball and football fields, in putting up goal posts, and in lining track and football fields.
8. Maintains records and requisitions supplies.
9. Supervises and assists with minor repair to gardening equipment.

In addition to regular Head Ground Gardener duties, the De Anza position is responsible for the following:

10. Coordinates, supervises and assists in layout, arrangement and relocation of furniture for entire campus.
11. Supervises, coordinates and assists in the set up and take down of tents, booths and equipment for all special programs and events.
12. Responsible to work with community contacts in preparing the Open Events Arena for concerts and various activities.
13. Responsible for the auxiliary storage facility located on De Anza campus; coordinates storage of District property; monitors and maintains inventory control system for furniture and property.
14. Performs other related duties as assigned.

EMPLOYMENT STANDARDS:
Knowledge of:

1. Principles and practices of supervision.
2. Plants adapted to the climate of the area, with particular regard for those varieties suitable for school ground landscaped areas.
3. Various types of soil in the area, together with a good knowledge of the proper fertilizers.
4. Common tree, ornamental shrub and lawn pests and diseases and the methods of control and eradication.
5. Methods and materials used in landscaping, fence construction, and paving.
6. Principles and practices of inventory control.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Participate in appropriate training in hazardous materials handling, storage, and disposal; follow designated policy and procedures for Haz-mat identification, storage and disposal; maintain standards related to environmental compliance and personal health and safety as required.
3. Use a computer for entry and retrieval of information for work assignments.
4. Recommend and carry out a centralized program of grounds maintenance.
5. Schedule, coordinate, assign, and supervise the work of grounds crew.
6. Perform skilled gardening and grounds keeping work.
7. Interpret landscaping plans and sketches.
8. Follow oral and written instructions.
9. Establish and maintain cooperative relationships with those contacted in the work.
10. Coordinate and prioritize several functions at one time.

Experience:

1. Three years of experience in grounds keeping work, including at least one year in a supervisory capacity.

Education:

1. Equivalent to completion of the twelfth grade.

Certification:

1. Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.