DEFINITION:
Under direction, to plan, supervise, and assist in the gardening and grounds keeping work of a campus or Central Services; and to do other work as required.

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. May design and lay out minor landscape work.
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. In addition, when assigned to Central services, duties may include assigning duties to refuse truck driver, spray man, tree man, and heavy equipment operator, and inspects completed work.
10. Plans routine schedules for pick-up and delivery schedule.
11. Plans routine schedules of spray man for weed control such as: pre-emerged, contact weed killer, spray for insects and use of insecticide, fungicide as related to trees and lawns, etc.
12. Inspect proper operation of refuses truck in the collection, trucking, disposal of refuse and trash and reports needed mechanical repair.
13. Supervises the proper disposal of all classified materials on both campuses.
14. Supervises or assists the proper methods of trenching technique, laying bricks, concrete finishing, installing signs and fences.
15. Estimate labor and materials to assigned projects.
16. Performs other related duties as assigned.

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

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 groundskeepers.
6. Keep records of supplies and equipment.
7. Perform skilled gardening and grounds keeping work.
8. Interpret landscaping plans and sketches.
9. Follow oral and written instructions.
10. Establish and maintain cooperative relationships with those contacted in the work.

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. (Additional qualifying experience may be substituted for the required high school education on a year-for-year basis.) The incumbent must have successfully completed a course in supervision or management in an acceptable institution within the last three years or will complete such a course within one year after assuming the position.

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

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