CLASS SPECIFICATION
Grounds and Transportation Supervisor

FLSA Status: Exempt
EEOC Job Category: Officials and Administrators
Union Representation: Unrepresented

GENERAL PURPOSE
Under general direction, plans, organizes and supervises the District’s grounds maintenance department for the LAC and PCC campuses. The incumbent also supervises the District’s transportation activities, including purchasing and maintenance of the district’s vehicles.

DISTINGUISHING CHARACTERISTICS
This position reports to the Deputy Director, Operations and Maintenance and provides management for the grounds maintenance personnel on both campuses. The incumbent is responsible for the maintenance of all athletics fields and district grounds areas and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, schedules, supervises and participates in the landscape maintenance program; inspects grounds for damage and needed maintenance repairs. Responsible for the maintenance of all athletics fields and district grounds areas and equipment.

2. Assists in selection, supervises and evaluates staff, trains staff in proper grounds maintenance and the safe use of equipment; inspects completed work to assure quality and time lines are met; recommends disciplinary actions according to established guidelines.

3. Trains staff in the use of pesticides in accordance with appropriate state law and regulations and maintain appropriate state required records.

4. Prepares and presents department plans; design and supervise installation of new landscaping projects; assists in the selection of gardening equipment and supplies.

5. Plans and maintains the approved driver program; schedules employees for physical examinations and driver tests, reviews driving records, approves and monitor drivers for driving district vehicles.

6. Performs routine inspections of campus grounds and District vehicles.

7. Schedules daily work on campus for the grounds and transportation department.

8. Works with outside contractors to insure compliance with contract specification as required.
9. Maintains a variety of operational and personnel records; prepares written reports and cost estimates; prepares budget requests for multiple fund programs and monitor expenditures.

10. Assigns and assures maintenance of District vehicles; maintains related records; arranges for service of vehicles and purchase parts as needed; arranges for purchase of replacement vehicles when necessary, and recommends approval of expenditures.

11. Responds to calls and emergencies.

12. Performs related duties and projects as required.

QUALIFICATIONS

Knowledge of:
1. Principles and practices of effective management and supervision.
2. Horticulture
3. Proper use and care of materials and equipment used in grounds and landscaping, including power grounds equipment.
4. Proper use and care of typical college vehicles including automobiles and light trucks.
5. Approved methods of planning, propagating and caring for lawns, plants and trees.
6. Health and safety regulations.
7. Plants and their diseases.
8. State vehicle and driver regulations.
9. Pesticide usage and control.
10. State laws and regulations on pesticide usage.
11. Basic math.
12. Principles and practices of sound business communication.
13. District human resources policies and procedures and labor contract provisions.
14. General business management and systems organization.
15. Correct English usage, grammar, spelling, punctuation and vocabulary.
16. Office and records management practices and procedures.

Ability to:
1. Plan, organize, coordinate, direct, review and evaluate the work of assigned operations and staff.
2. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
3. Perform inspections of campus grounds and District vehicles.
4. Assign and assure maintenance of District vehicles.
5. Perform a variety of grounds maintenance work.
6. Estimate time, costs, materials required for a variety of grounds projects.
7. Work from sketches and landscape plans.
8. Operate a District vehicle, observing legal and defensive driving practices.
9. Maintain complete, comprehensive records and files.
10. Communicate clearly and effectively, orally and in writing with diverse populations.
11. Prepare clear, concise and comprehensive correspondence, reports and other written materials.
12. Operate a computer and standard business software.
13. Interpret and implement policies and procedures.
14. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
15. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.

**Education, Training and Experience:**
A typical way of obtaining the knowledge, skills and abilities outlined above is a graduation from high school or G.E.D. equivalent supplemented by course work in grounds maintenance, ornamental horticulture and five years increasingly responsible grounds, irrigation work or an equivalent combination of training and experience. ISA Certified Arborist preferred, but not required.

**Licenses; Certificates; Special Requirements:**
1. A valid California driver’s license and the ability to maintain insurability under the District’s vehicle insurance policy.
2. Valid California Qualified Pesticide Applicator license, category B or the ability to obtain one within six months of employment.

**PHYSICAL AND MENTAL DEMANDS**
The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**
While performing the duties of this job, the employee is regularly required to sit, stand and walk; talk or hear, both in person and by telephone, and differentiate operating equipment sounds; use hands to finger, handle and operate equipment; reach with hands and arms, and lift up to 50 pounds.

Specific vision abilities required by this job include close, distance and peripheral vision, depth perception and the ability to adjust focus and distinguish colors.
Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math/mathematical reasoning; perform detailed work under changing deadlines on multiple tasks; work with interruptions and interact with management, staff, faculty, vendors, contractors and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee occasionally works under typical office conditions, but frequently is exposed to outside weather conditions. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate.