

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Grounds Crew Leader

Unit: Maintenance & Operations

Page: 1 of 3
Job Code: E1950
Original Date: 07/1997
Last Revision: 06/2016
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 29

DEFINITION

Under the direction of a Facilities Supervisor - Landscape or Regional Facilities Officer, provide work direction and guidance to a small group of Gardener-Groundskeepers, Irrigation Technicians, and Custodians at sites throughout the District.

DISTINGUISHING CHARACTERISTICS

Working weekends and weekdays, incumbents plan the work methods, determine the supplies and equipment needed to complete assigned buildings and grounds custodial and landscape/gardening services, and schedule timing of assigned work to minimize interruptions to district instructional operations. This is the lead position of the gardening/grounds keeping series and provides direction and guidance to custodial crews as needed.

EXAMPLE OF DUTIES

1. Oversee the maintenance of grounds keeping of the campus and related grounds. Coordinate the work of a group of Gardener-Groundskeepers, Irrigation Technicians, and Custodians; assure that work is completed in a timely fashion in accordance with instructions. Assist with establishing and assuring work scheduling to accommodate campus programs and activities. Communicate with subordinates, other facilities departments, and campus personnel.
2. Maintain time records for regular and overtime of assigned group of gardener/grounds keepers and custodial staff. Maintain records and prepare reports including time reports, repair orders, spray reports, inventories, and cost estimates.
3. Order and maintain necessary supplies for custodial and gardening functions. Locate, order, purchase, receive, and distribute supplies, equipment, and materials. Receive and fill out paper work for equipment repair orders; estimate and order supplies and materials.
4. Assist in the design for landscape and related systems. Perform chemical applications to control pests and weeds. Administer application of herbicides and keep track of amounts used.
5. Coordinate set-ups and clean-ups for special events and meetings on weekends. Ensure assigned areas are maintained in a safe, clean, orderly, and aesthetically pleasing condition.
6. Operate motor vehicles, landscape equipment, and machinery. Operate special and usual equipment used in district landscape activities. Operate computer hardware and specific software for specified applications.
7. Advise, assist, and train new Gardener/Groundskeepers, Irrigation Technicians, Custodians, and hourly workers; provide work direction and guidance as necessary; review work performed.
8. Maintain district landscaping areas; participate in such activities as mowing, edging, tree trimming, irrigation installation, and repair. Install master valves, flow meters, specified irrigation computers, and the electrical connections to make the equipment work.
9. Inspect buildings and grounds; report to appropriate authority unsatisfactory or dangerous situations which cannot be immediately corrected. Report unsafe conditions and provide repair as needed. May inspect landscape contractor's work in the absence of the supervisor.

10. Perform regular safety checks of campus. Perform safety training mandated by Cal OSHA. Conduct monthly safety meetings as needed. Attend meetings and serve on committees.
11. Perform general repairs. Perform preventative and routine maintenance and/or repair on landscape and maintenance equipment. Inspect gardening equipment to assure maintenance; maintain liaison with the Maintenance Department to assure proper communication.
12. Assist supervisors on all budgets. Recommend new equipment and contract vendors and select vendors for purchasing landscaping materials.
13. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Basic computer literacy.
- Care of plants.
- Central irrigation systems.
- Health and safety regulations.
- Methods and chemicals used in pest control.
- Methods, materials, and equipment used in custodial work.
- Methods, materials, and equipment used in skilled gardening and grounds keeping work.
- Plant diseases and pests common to the areas.
- Principles of work direction and training.
- Safety rules and regulations applicable to hazardous substances handling.
- Turf species, soil conditions, materials, and equipment used in landscape operations and maintenance.
- Water conservation techniques.

Skills and Abilities:

- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Implement a program of landscaping and grounds maintenance including installation of new irrigation systems.
- Keep accurate inventory of all equipment.
- Keep track of budgets and work with supervisors on budgets.
- Lead personnel.
- Maintain records and prepare reports.
- Meet schedules and timelines.
- Operate equipment used in landscape and custodial.
- Perform heavy physical labor.
- Prepare special work assignments and assure completion.
- Read and interpret blueprints, plans, and schematics for landscape irrigation systems.
- Train and provide work direction.
- Understand and follow oral and written directions.

License:

- Valid California driver's license.
- Qualified Applicators Certificate, Category B.

Training and Experience:

Any combination of training and experience equivalent to: two years of gardening, grounds keeping, and custodial experience with some related experience in irrigation retrofits, installations, and water management (computerized systems).

WORKING CONDITIONS

Physical Requirements:

Category I, may require physical exertion, stamina and flexibility.

Environment:

May include less desirable extremes. Subject to fumes, odors, toxic conditions, and dust; work with horticulture and cleaning chemicals. Some travel from site to site.