

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Facilities Supervisor - Landscape

Unit: Supervisory and Professional

Page: 1 of 2
Job Code: D1050
Original Date: 02/2003
Last Revision: 08/2016
Staff Type: Classified
FLSA status: Exempt
Salary Range: 08

DEFINITION

Under the general supervision of a Regional Facilities Officer, supervise maintenance of campus facilities and landscaped areas of district facilities and ensure the health and safety of employees and the general public.

EXAMPLE OF DUTIES

1. Supervise the maintenance and grounds keeping of the campus and related grounds; confer with subordinates, other facilities departments, and campus personnel. Inspect buildings and grounds conditions for safety and cleanliness.
2. Receive and distribute supplies and materials. Maintain records and prepare reports, such as time reports, repair order, spray reports, inventories, cost estimates, and performance evaluations.
3. Perform preventative and routine maintenance and repair on landscape and maintenance equipment. Receive and process equipment repair orders; estimate and order supplies and materials. Inspect gardening equipment to assure maintenance; perform minor repair and preventative maintenance procedures; maintain liaison with the Maintenance Department to assure proper communication.
4. Recommend new equipment; contact vendors; select vendors for purchase of landscape materials; keep abreast of new pesticides and equipment.
5. Conduct safety meetings as appropriate. Report unsafe conditions and provide for remedy; coordinate special projects involving safety and security matters as assigned.
6. Plan pest, weed, and disease control programs; determine solutions; supervise application of pesticides, herbicides, fungicides, and sterilants; may apply these chemical where restrictions require; contact Department of Agriculture for advice on use of dangerous chemicals; be aware of hazardous materials laws.
7. Design and install new installations, such as sprinkler systems; be aware of water conservation techniques.
8. Establish and assure work scheduling to accommodate all campus programs and activities.
9. Design, supervise, and participate in the installation of plantings and other landscape areas; assist superiors and other campus personnel regarding needs, problems, and projects.
10. Advise, train, evaluate, and assist in selection of new employees, hourly workers, work-study, and other gardening personnel.
11. Operate equipment, such as skip loaders, power sprayers, tractors, riding mowers, aerators, renovators, and sod cutters. Perform physical grounds keeping work and participate in the maintenance as required.
12. Attend meetings and serve on committees as assigned.
13. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Custodial methods, materials, chemicals, disinfectants, hand tools, and equipment.
- Health and safety regulations and laws concerning hazardous materials.
- Methods and chemicals used in pest control and soil preparation.
- Methods, materials, and equipment used in skilled gardening and grounds keeping work.
- Oral and written communications skills.
- Overall knowledge of air-conditioning, lighting, heating, and plumbing systems.
- Plant diseases and pests common to the area.
- Principles of effective supervision and training.
- Use and safety measures in the operation and handling of chemicals and hazardous materials.
- Understanding and care of plants.
- Water conservation techniques.

Skills and Abilities:

- Apply principles and methods of skilled gardening work.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Establish and meet schedules and time lines.
- Estimate and order materials and supplies needed.
- Implement a program of landscaping and grounds maintenance, including installation of new sprinkler systems.
- Maintain records and prepare reports.
- Perform preventative maintenance and repair on landscape equipment.
- Plan, organize, and coordinate the work of subordinate staff.
- Train, evaluate, and supervise personnel.
- Understand and follow oral and written directions.
- Work cooperatively with others.

Training and Experience:

- Any combination of training and experience equivalent to: graduation from high school and three years of gardening and grounds keeping experience, including one year in a supervisory position.

License:

- Valid California driver's license.
- California Qualified Applicator's Certificate related to landscaping maintenance (Category B).

WORKING CONDITIONS

Physical Requirements:

- Category I

Environment:

- May involve less desirable extremes.