



<b>Position Title:</b>	Grounds Landscape Coordinator	<b>Job Code:</b>	3206-01E
<b>Reports To:</b>	MEP Supervisor	<b>Job Group:</b>	SNE
<b>Department:</b>	Facilities Management	<b>Salary Grade:</b>	12
<b>Prepared By/Date:</b>	Carol Flynn/05-06	<b>FLSA Status:</b>	Non-Exempt
<b>Approved By/Date:</b>	Prospero Herrera/05-06		
<b>Revised:</b>	Jennifer C. Brito/05-05-2009		

**Summary:**

Plans, directs, and supervises the landscape department personnel in the areas of landscaping, horticulture and landscape maintenance. Performs supervisory work in the landscape maintenance area that requires both managerial skills and hands on work.

**Essential Duties and Responsibilities:**

- Supervises, trains and guides landscape department personnel in the areas of landscaping, horticulture and landscape maintenance.
- Supervises and trains all CVSP personnel and grounds care personnel.
- Ensures the proper registering, processing, and signing of completed Community Service Program (CVSP) forms.
- Oversees and ensures that all projects are performed in a safe and proper manner.
- Supervises college employees on weekend projects.
- Serves as a technical advisor.
- Anticipates planning and staffing needs for grounds work assignments.
- Prioritizes special projects assigned by the zone supervisors.
- Verifies that all vehicles and equipment are in safe working order.
- Responsible for Maintenance inventory list.
- Performs other related duties as assigned.

**Knowledge, Skills and Abilities:**

- A comprehensive knowledge of trade tools and of occupational hazards, safety precautions, local codes, and regulations pertaining to the trades is essential.
- Knowledge of job scheduling and monitoring techniques and practices as applied in a large geographically disbursed service area.
- Ability to plan, assign, review, supervise, and inspect the work of others, schedule facilities and staff, and coordinate work with other trades.
- Ability to carry out supervisory responsibilities in accordance with the College's policies and applicable laws, including: interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Ability to use electronic mail, web based trouble report systems, and PDA based C.M.M.S software.
- Ability to work and communicate in a multi-ethnic/multi-cultural environment, travel in county and be willing and able to work any shift, weekends, and holidays, perform on-call and respond to after-hour emergencies.

**Work Environment:**

The work environment characteristics described here are representative of those an employee

encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually loud.

The employee regularly works near moving mechanical parts and in outside weather conditions and is regularly exposed to wet and/or humid conditions. The employee is frequently exposed to toxic or caustic chemicals, extreme cold and extreme heat. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is physical work that requires the following activities: sitting, standing, walking, bending, kneeling, crouching, twisting, stooping, reaching, finger dexterity, grasping, feeling, repetitive motions, talking, hearing, and visual acuity. Must be able to lift/carry, push/pull up to 50 lbs over a distance of 20 feet, and work from heights and in areas where climbing a ladder is required.

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

**Essential Personnel:**

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- High School diploma or equivalent and six (6) years of operational experience in landscaping maintenance with at least two (2) of those years in a supervisory role; or the equivalent combination of both.
- Must possess a valid driver’s license and be able to travel to any campus.
- This is a district position requiring the individual to work on all campuses.
- Must possess or be eligible to possess a limited certification pesticide applicator license.

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name