



Position Title:	Head Groundskeeper	Job Code:	4205-00E
Reports To:	Zone Supervisor	Job Group:	SNE
Department:	Facilities Management	Salary Grade:	10
Prepared By/Date:	Carol Flynn/05-2006	FLSA Status:	Non-Exempt
Approved By/Date:	Prospero Herrera/05-2006		
Revised:	Jennifer C. Brito/4-30-2009		

Summary:

This is supervisory work coordinating the activities of a group of workers engaged in maintaining grounds and performing a wide variety of labor tasks to support the operations of MDC. Work is performed under general direction of an administrator and according to standard work methods, practices, and procedures though employee is expected to exercise independent judgment to complete job assignments.

Essential Duties and Responsibilities:

- Directs grounds keeping and related activities required to develop and maintain play areas and grounds of the various school sites and related facilities.
- Directs general labor operations such as cleaning up work sites, assisting various tradesmen, moving outdoor patio furniture and equipment, and otherwise supporting maintenance operations.
- Responsible for planning and establishing work schedules based on estimated times required for various jobs or projects, and assigns work to crew accordingly.
- Obtains pricing information from contractors; ensures costs are within the requisitioned amounts.
- Maintains complete records of work performed and materials used, including gas and oil for vehicles, process work orders, and enforce all safety practice.
- Ensures that all vehicle and equipment are properly serviced and all prescribed preventative maintenance guidelines and schedules are adhered to.
- Makes recommendations to improve equipment, methods, grounds working conditions, or other aspects, and otherwise increase the effectiveness and efficiency of general labor and grounds operations.
- Directs assists, instructs, and assigns work to, check work of employees.
- Supervises the operation of tractor, dump trucks, spraying equipment, backhoes, front loaders, air hammers, and other vehicles and equipment plus additional vehicles and equipment from other sources when warranted by size or scope of project or nature of job assignments.
- Follows general instructions, standards practices and procedures and all established driving, operating and safety rules and regulations to operate equipment.
- Performs other related work as required or assigned.
- Responsible for the over site, scheduling and planning of all contracted landscape and power sweeping services.

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 dispersed service area.
- Knowledge of Ground Maintenance equipment and vehicle requirements necessary for supporting a large scale grounds maintenance operation.

- Ability to use electronic mail, web based trouble report systems, PDA based C.M.M.S. software
- Ability to plan, assign, review, supervise, and inspect the work of others, schedule facilities and and coordinate work with other trades.
- Ability to read and interpret documents such as safety rules, operating maintenance instructions procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to understand and transmit oral and written instructions
- Ability to deal with problems involving several concrete variables in standardized situations.
- 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.
- Five (5) years experience in grounds maintenance, landscape maintenance, or other related work and (2) years of supervisory experience.
- 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.

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name