



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
COORDINATOR, GROUNDS OPERATIONS	CLASSIFIED	GRADE: L MONTHS:
BOARD POLICY REFERENCE: 2005/2006 Classification Review		Board Approved:

JOB DESCRIPTION:

Under direction, coordinate the landscape maintenance program for the Petaluma Campus; design, implement and maintain areas for new plants and irrigation systems; maintain records of monthly pesticide use; monitor and give input into the operational budget; serve as a lead worker to other Classified staff in the area; supervise student assistants and short-term, non-continuing employees; and perform related work as required.

SCOPE:

The Coordinator, Grounds Operations is responsible for the oversight of the Petaluma Campus grounds maintenance; makes determinations regarding the care of the grounds; schedules necessary work; maintains the operational budget for the maintenance of the grounds; performs turf care, irrigation installation and maintenance, grounds equipment maintenance, grading, leveling and other grounds work as necessary.

DISTINGUISHING CHARACTERISTICS:

The Coordinator, Grounds Operations is distinguished from the Groundskeeper II in the increased breadth of coordinating all the grounds work at the Petaluma Campus. This position must have the knowledge to perform the work, as well as the ability to coordinate the work of others in completing necessary grounds work.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Initiates and implements landscape improvement projects; designs areas for new plantings and irrigation; estimates costs, locates sources, selects and purchases plant materials and supplies.
2. Oversees the landscape maintenance program for the Petaluma Campus; makes decisions regarding the care of the grounds; purchases all necessary tools, materials and plants; implements the functions of an efficient grounds operations.
3. Records and submits records of monthly pesticide use to County Agricultural Agency; maintains all applicable records; provides reports and cost estimates as required. Maintains written safety training programs and training records; maintains and renews site pesticide use license with the County Agricultural agency.
4. Maintains written safety training programs and training records; coordinates and instructs employees in various safety training. Maintains safety related records, reports, MSDS's; understands and follows material safety data sheets and labels and required emergency treatments for specific chemicals.
5. Monitors the operational budget for the campus grounds; requests funding and provides rationale for large projects or costly repairs.
6. Performs grading and leveling; installs drainage systems and concrete forming.

KEY DUTIES AND RESPONSIBILITIES: (cont.)

7. Plants, weeds, rakes and waters college grounds; transplants and mulches as necessary.
8. Implements turf care program, including ordering, calculating and applying fertilizer; understands and follows material safety data sheets and labels and required emergency treatments for specific chemicals. Edges, mows, fertilizes lawns, and monitors the watering needs; ensures efficient operation of irrigation systems.
9. Prunes annuals, perennials, shrubs and trees using the appropriate techniques according to the plant.
10. Sets and monitors irrigation time clocks and Central Control computer irrigation program for a water-efficient irrigation schedule.
11. Plans and implements landscape improvement/renovation projects using appropriate plants and landscape materials.
12. Identifies landscape weeds, pests, and plant diseases, and applies appropriate control measures.
13. Maintains college pathways and roads, patching pot holes, cleaning drains, and sweeping debris.
14. Uses leaf blowers, turf vacs, other tools or hands to remove trash and debris from grounds.
15. Operates power equipment such as, but not limited to, edger, hedge trimmers, chain saws, lawn mowers, riding mowers, power sprayers and tractor/loaders as necessary. Maintains, adjusts, repairs, or coordinates repairs on power equipment.
16. Performs repairs to equipment and irrigation sprinklers; installs and maintains irrigation systems; maintains, repairs or arranges for repair of weather station and water flow monitoring system.
17. Works with contractors or sub-contractors in facilitating grounds related work, repairs, and identification of irrigation systems during campus construction projects.
18. Reviews landscape architectural plans and makes suggestions regarding layouts for new construction and campus expansion projects.
19. Maintains water features such as pond systems and regulations related to restoration and maintenance of grounds along a natural creek.
20. Serves as a lead work for other classified staff assigned to the area.
21. Supervises student assistants.

EMPLOYMENT STANDARDS

ABILITY TO:

Coordinate grounds keeping operations at facility; act as a lead worker to others; operate hand and power tools used in gardening and grounds keeping work safely; perform skilled grounds maintenance work; perform heavy physical labor; follow and give oral and written instructions; demonstrate sensitivity to, and respect for a diverse population; work safely and effectively around the public.

KNOWLEDGE OF:

Methods, supplies, and tools used in planting, cultivating, and caring for lawns, shrubs, annuals and perennials, and trees; plant identification and cultivation requirements; plant pest/disease problems; installation, maintenance and repair of irrigation systems (drip and automatic); and programming of irrigation time clocks.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Graduation from high school. Horticultural degree and/or arborist training or certificate preferred.

Experience:

Three years of experience overseeing a facility's grounds operations. Experience maintaining large grounds preferred.

LICENSE OR CERTIFICATE:

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.

Required: Qualified Applicator Certificate issued by California Department of Pesticide Regulation.

SPECIAL REQUIREMENTS:

Must be able to perform physical activities, such as, but not limited to, lifting heavy items (up to 50 lbs. unassisted), bending, standing, climbing or walking. Frequently required to work under inclement weather conditions. Must be able to work safely in an environment containing hazardous chemicals using personal protective safety measures. Must be able to operate a variety of gas powered equipment and sharpen hand and power tools safely.