

Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT	
Manager, Grounds & Recycling	Management Team Supervisory	Range: 10.5	Days: 226

JOB DESCRIPTION:

Under direction, plans, organizes, coordinates, implements, and supervises all work and beautification of college grounds; plans and conducts training for grounds personnel; conducts and participates in research projects involving campus grounds; oversees campus Oak Tree Care and Maintenance Program, Campus Recycling Program; manages various contracts related to Grounds Maintenance; and does related work as assigned.

SCOPE:

The Manager, Grounds & Recycling provides direct management of all phases of grounds maintenance and waste management for all properties owned by Sonoma County Junior College District, including supervision of classified and student staff.

KEY DUTIES AND RESPONSIBILITIES:

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

1. Provides technical direction and assistance to grounds personnel, and inspects both work in progress and completed assignments.
2. Performs continuous inspection of all aspects of college grounds, and either acts to correct deficiencies, unsafe practices, or conditions, or makes recommendations for corrective actions.
3. Supervises the planting and transplanting of trees, shrubs, ground cover, annuals and other plant material.
4. Directs the installation, irrigation, fertilization, aeration, weed controls, mowings and associated operations in the maintenance of turf.
5. Determines the requirements for and supervises the installation and maintenance of automatic and manual turf irrigation systems; supervises the operation and maintenance of pumps, wells and pressure systems used for irrigation.
6. Serves as consultant to construction inspector on contracted irrigation and landscape installation or building construction as it impacts campus trees or other plant material.
7. Determines the requirements for and directs the pruning and other maintenance of trees, shrubs and hedges.
8. Directs and supervises maintenance of the Grounds Department greenhouse including determining the requirements for and requisitioning of annual flower seed.

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9. Determines the requirements for all types of pesticide controls including formulations, calibrations and environmental and human safety and prepares annual programs for their implementation; computes fertilizer and seed requirements for campus turf and annual flower beds and prepares annual programs for the implementation of each.
10. Directs and supervises the repair and maintenance of paved walks, drives and parking lots.
11. Determines the requirements for and requisition of Grounds Maintenance tools, supplies and equipment; develops annual grounds equipment requests and conducts new equipment evaluations and price comparisons.
12. Directs and supervises the maintenance and repair of site furnishings, fences, signs, ground drainage systems and erosion control work.
13. Schedules the maintenance of Grounds Maintenance equipment.
14. Directs and supervises the campus litter control program.
15. Plans and conducts Grounds Maintenance safety and horticultural training for assigned personnel.
16. Prepares written specifications, conducts bid tours, and oversees satisfactory completion of contract work including paving, fencing, parking lot maintenance, trash disposal, pesticide application, equipment maintenance, landscape maintenance, recycling, and tree care and maintenance.
17. Maintains a valid Qualified Applicators Certificate including participation in required hours of continuous education and training.
18. Keeps current on pesticide laws and regulations as they pertain to Grounds personnel applying pesticides and conducts annual training.
19. Determines requirements for and requisitions all appropriate protective equipment for the safe application of pesticides by Grounds personnel.
20. Maintains Grounds Department M.S.D.S. binder and required pesticide training and application records.
21. Maintains campus tree inventory and tree maintenance records.
22. Participates in campus wide committees related to campus safety, accessibility, recycling and parking.
23. Works with community agencies, organizations, and individuals on projects, activities, or donations involving the campus grounds.
24. Works with Work Experience Coordinators and student gardener's assistants on student work objective planning and completion.
25. Conducts routine inspections of various satellite properties owned by the District to inspect condition of grounds, supervise required maintenance, and make recommendations regarding repairs and improvements.

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26. Coordinates Campus Recycling Program including hiring and training student recyclers, purchasing recycling equipment and supplies, expanding the recycling program on campus, educating participants, grant writing and maintaining budget and other records.
27. Work with California Integrated Waste Management Board personnel on waste reduction projections and annual progress reports; develops, maintains and prepares annual reports.
28. Works with all departments on campus to reduce waste and promote reuse and recycling.
29. Work with Director, Facilities Operations and Manager, Buildings and Equipment Maintenance in dealing with projects that require the combining of maintenance staff.
30. Coordinate and expedite, in conjunction with the Purchasing Agent and Receiving Department, the distribution and control of logistics.
31. Work with District Architects and Inspectors as consultant on grounds requirements.
32. Work with Agriculture Department in greenhouse management and plant requirements as well as pesticide related matters.
33. In cooperation with Director, Facilities Operations prepares annual budget.
34. Design and oversee the installation of new landscaping on District property.

KNOWLEDGE OF:

1. Methods and techniques of landscaping, gardening, and grounds maintenance.
2. Standard planting practices, pruning techniques, and care of a wide variety of plants.
3. Trees, plants, and shrubs appropriate to this climatic area.
4. Tools and materials used in the grounds maintenance and landscaping trades.
5. Plant diseases, weed species and insect pests and approved methods and materials used in controlling and eradicating them, including Integrated Pest Management.
6. Appropriate landscape design principles.
7. Safety regulations and procedures applicable to grounds maintenance.
8. Budgeting and purchasing procedures.
9. Principles of effective supervision.
10. Current state mandates for waste reduction, reuse, and recycling.

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ABILITY TO:

1. Supervise grounds maintenance staff.
2. Use tools and equipment, both manual and power driven, normally associated with groundskeeping and landscaping work and be able to train others in their safe use.
3. Communicate effectively both orally and in writing and follow written and oral instructions.
4. Understand and write specifications for contract work managed by Grounds Maintenance.
5. Develop and maintain cooperative working relationships with other District personnel as well as community and business representatives contacted during the course of work.
6. Use computer software including Microsoft Office, Word, Access database, Excel spreadsheet, Outlook email, AutoCAD, and Maxicom centralized irrigation.
7. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

A combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Any combination equivalent to two year college degree in horticulture, landscape design, botany or similar. Bachelor's degree is preferred.

Experience:

Extensively and increasingly responsible experience in groundskeeping work, including experience in a supervisory capacity.

Possession of a valid Qualified Applicator's Certificate issued by the California Environmental Protection Agency, Department of Pesticide Regulation.

SUPERVISION RECEIVED:

Manager, Grounds & Recycling reports to the Director, Facilities Operations.

SUPERVISION EXERCISED:

The Manager, Grounds & Recycling supervises all assigned classified staff, STNC's and student employees.

Board Approved: 05/09/06