

**San Jose/Evergreen Community College District
Supervisor Job Description**

Position: Supervisor, Grounds Services

Department: Administrative Services

POSITION PURPOSE

Under direction, the Supervisor, Grounds Services, organizes, schedules, supervises, evaluates and participates in the operations of the grounds maintenance function at the assigned campus; assigns and reviews the work of staff responsible for providing groundskeeping services; performs a variety of technical tasks relative to assigned area of responsibility; and performs other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below exemplify the work of the classification and assigned duties may include work which is similar, related or a logical assignment to this class.

1. Leads and supervises the daily groundskeeping operations on the assigned campus.
2. Plans, prioritizes, assigns, supervises and reviews the work of staff responsible for grounds-keeping and related maintenance of facilities.
3. Develops daily work schedules; trains and coaches grounds staff; ensures availability of necessary supplies; allocates resources based on needs and priorities.
4. Participates in the preparation and administration of the Ground Services budget; submits budget recommendations; monitors and controls expenditures; reviews and approves requests to purchase goods and services according to policies and procedures.
5. Assigns and evaluates the work and performance of groundskeeping staff; participates in interviews and selection of employees; reviews and approves timecards for assigned staff.
6. Assesses the performance of assigned staff; counsels staff and develops performance improvement plans; implements disciplinary processes as required; if necessary, terminates personnel according to established policies and procedures.
7. Inspects grounds maintenance tasks, e.g., edging, mowing, trimming, waste and litter removal, fertilizing, placing sod, raking, planting; inspects maintenance and repairs on irrigation systems, equipment, structures, facilities, equipment, and grounds; inspects tree pruning by staff and contractors.
8. Participates in groundskeeping work as required; ensures proper staff training in chemical application and usage procedures; transports, stores, and maintains records on hazardous waste materials; performs minor repairs to equipment; operates assigned equipment and vehicles; uses and supervises the use of the operation of a variety of hand and power tools, and light and heavy equipment.
9. Plans and coordinates the setup and removal of equipment, tables, chairs, stages for special events and programs.
10. Plans and coordinates landscape program projects, such as planting, spraying, fertilizing, mulching, watering, transplanting, lawn care and maintenance.

11. Prepares analytical and statistical reports on operations and activities; maintains records and reports on personnel and work performed.
12. Responds to emergency situations to confine, resolve or prevent unsafe or otherwise hazardous conditions, such as fallen debris, spills, broken windows, and broken locks.
13. Oversees and coordinates the maintenance of grounds vehicles with the District vehicle maintenance department.
14. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Operations, services and activities of an effective grounds maintenance program.
2. Practices of effective supervision, leadership, training, and performance evaluation.
3. Modern principles and practices of grounds maintenance.
4. Federal, state and other applicable laws and regulations and District policies and procedures governing grounds maintenance, including applicable sections of California Education Code, Title 5.
5. Practices, standards, methods, tools, equipment and materials used in various grounds operations.
6. Thorough knowledge of various groundskeeping chemical agents; ability to use such in accordance with prescribed safety precautions and directions.
7. Ability to operate various automobiles and transport vehicles, including car, utility truck, and utility van.
8. Thorough knowledge of and ability to utilize materials and equipment used in grounds maintenance work.
9. Horticulture principles and practices; plants adapted to the area's climate, with particular regard for those varieties suitable for school grounds landscaped areas.
10. Various types of soil on the campus, together with a good knowledge of proper fertilizers.
11. Common tree, ornamental shrub and lawn pests and diseases and the methods of control and eradication.
12. Trimming and pruning techniques.
13. Methods and materials used in landscaping, fence construction, and paving.
14. Practices, methods and techniques of program analysis, and planning and management as applicable to assigned area.
15. Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.

16. Board Policies, Administrative Regulations, Accrediting Commission for Community & Junior Colleges Standards, Human Resources procedures and collective bargaining agreements.

Skills and Abilities to:

1. Organize, schedule, supervise and review the work of assigned groundskeeping staff.
2. Perform the full range of grounds maintenance duties.
3. Ensure the proper and safe use of fertilizer, herbicides, pesticides and other groundskeeping chemicals.
4. Prepare clear and concise reports.
5. Make minor repairs to grounds equipment.
6. Implement applicable local groundskeeping policies and guidelines.
7. Determine work priorities and analyze situations using sound judgment in the application of policies, rules, regulations and standard operating procedures.
8. Estimate and ensure adequate resources to meet labor, material, equipment and time requirements.
9. Understand, interpret, explain and apply applicable rules, regulations, policies, procedures, laws, codes and ordinances.
10. Build and foster knowledgeable, cohesive and effective work teams.
11. Establish and maintain cooperative and effective working relationships with others.
12. Operate a computer, assigned office equipment and standard business applications.

Education and Experience:

1. Graduation from high school or G.E.D.
2. Three years of grounds maintenance experience, including at least one year of lead or supervisory experience.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socio-economic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

Desirable Qualifications:

1. Possession of or ability to obtain California Pesticide Applicator's Certificate (Category B, Landscape Maintenance) within nine months of initial employment and maintain the certificate during the course of employment.
2. A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program or the ability to travel to other District campuses and locations.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties of this position require moderate periods of sitting, and occasionally moderate standing, walking, stooping, bending and kneeling. Will operate a vehicle or travel to locations other than primary worksite.

Physical Demands:

While performing the duties of this class, employees engage in moderate to heavy physical effort in a primarily outdoor and occasionally indoor working environment; perform constant operation of a computer and other communication and office equipment; observe details at close range; and move or lift up to 50 pounds, and up to 100 pounds with assistance.

Mental Demands

While performing the duties of this class, employees are regularly required to accurately communicate information and other ideas so that others will understand using written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work independently and under deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

Board Approved: December 9, 2025

Salary Range: S-103

EEO Category: 2B2- Other Professionals