



PERSONNEL COMMISSION

Class Code: 5161
Salary Range: 38 (M2)

ASSISTANT GROUNDS SERVICE MANAGER

JOB SUMMARY

Under general direction, assist in planning, organizing and managing the daily operations and activities of the District's grounds services to assure smooth and efficient delivery of services to sites and offices; plan and schedule routine grounds maintenance, projects and repair/maintenance of the District's grounds equipment, and repair work, train and supervise the performance of assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Assist in planning, organizing and managing the daily operations and activities of the District's grounds services to assure smooth and efficient delivery of services to sites and offices; assure compliance with applicable laws, codes, rules and regulations. **E**
- Train and supervise the performance of assigned staff; assign, schedule and review the work of staff performing duties such as pesticide application, irrigation or projects related to plants, trees and District grounds; participate in interviewing and selecting employees and recommending transfers, reassignment, termination and disciplinary actions. **E**
- Plan and schedule routine grounds maintenance, projects and repair work such as thatching lawns, mowing, fertilizing, weed abatement, chemical application, watering, field and track renovations, maintenance of artificial turf areas, shrub and tree trimming, and planting of trees, grass and shrubs; estimate materials, labor and time requirements to accomplish grounds work. **E**
- Assist in overseeing and assuring District grounds are maintained in a clean, safe and orderly condition; provide safe and visually attractive outdoor areas for educational facilities and related activities; continually inspect grounds areas and equipment to assure the safety of staff, students and the public; direct corrective actions; conduct safety meetings for grounds personnel. **E**
- Coordinate, oversee and manage the District's agricultural integrated pest management program (non-structural); update staff regarding proper pesticide use, regulations and related procedures. **E**
- Assign, train and evaluate personnel in the proper performance of duties, safe and efficient work methods and practices, and appropriate care and use of grounds equipment and machinery. **E**

- Inspect school sites to determine the presence of reported pests or those issues related to trees, shrubs, turf, irrigation and sports fields; inspect contracted work on special projects such as grounds irrigation, tree removal and construction. **E**
- Prepare specifications for weed abatement, irrigation, landscaping, field and track renovations and tree trimming performed by private contractors; record and track purchase orders, contracts and other related ground expense accounts on a computer database. **E**
- Order tools, equipment, plant materials and other related materials for the preparation and maintenance of grounds; set up purchase orders and contact vendors for price quotes for various materials to be used in the maintenance of grounds. **E**
- Test, evaluate and recommend new equipment, chemicals, and those methods that are best suited to district requirements and mandated by district, municipal and federal laws and regulations. **E**
- Estimate the quantity and costs of material, equipment and labor needs required for various projects, including the preparation of documents to submit to other public agencies or departments. **E**
- Prepare training materials and hold monthly safety meetings for grounds personnel; update and train high school grounds staff in pesticide use, regulations and other grounds related procedures. **E**
- Assure compliance with the rules and regulations of the Los Angeles County Agricultural Department related to the storage and use of pesticides and chemicals. **E**
- Meet with representatives from various governmental and private agencies concerning water usage, shared site usage, agricultural pests and other grounds related issues; meet with District supervisors, administrators and managers to plan and schedule projects. **E**
- Schedule the use of service equipment and jobs such as aerial boom, tractor flayer, mowers, spreaders and sprayers. **E**
- Supervise grounds crew supervisors, irrigation crews and immediate crews in the performance of grounds maintenance duties. **E**
- Assist in developing the unit's preliminary annual budget; monitor, authorize and control expenditures in accordance with established limitations; prepare and track open purchase orders and contracts for grounds work, equipment and materials. **E**
- Participate in developing and implementing grounds service policies, procedures and standards; establish operating priorities and develop maintenance cycles for grounds; advise department administrators of unusual trends or problems and recommend appropriate corrective action. **E**
- Assist in overseeing the preparation and maintenance of records and files such as vehicle inspection reports, Healthy Schools Act records, grounds inventory, and daily activity sheets; compile data and prepare detailed reports regarding assigned activities. **E**

- Communicate with administrators, personnel, outside agencies and vendors to coordinate activities, schedule projects, resolve issues and exchange information; drive a District vehicle to various sites to conduct work. *E*
- Respond to emergency calls as necessary; operate or oversee the operation and maintenance of a variety of grounds equipment; operate a variety of office equipment including a computer and assigned software. *E*
- Attend and participate in a variety of meetings, conferences and trainings to maintain current knowledge of technological advances in the field; conduct presentations as requested. *E*
- May perform the work of employees in related classifications as necessary.
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

An Assistant Grounds Service Manager assists in planning, organizing and managing the daily operations and activities of the District's grounds services to assure smooth and efficient delivery of services to sites and offices. An incumbent will assign, schedule and review the work of staff performing duties such as pesticide application, irrigation or projects related to plants, trees and District grounds. The Assistant Grounds Service Manager participates in providing safe and visually attractive outdoor areas for educational facilities and related activities and assuring compliance with applicable laws, codes, rules and regulations.

EMPLOYMENT STANDARDS

Knowledge of:

Methods, equipment and materials utilized in grounds maintenance work.

Record-keeping and report preparation techniques.

Basic budgeting practices regarding monitoring and control.

Health and safety regulations.

District organization, operations, policies and objectives.

Applicable laws, codes, rules and regulations.

Principles and practices of supervision and training.

Pesticides and other chemicals utilized in a pest management program.

Principles of design, installation, maintenance and repair of commercial irrigation systems.

Operation of a computer and assigned software.

Oral and written communication skills.

Writing skills to prepare clear and concise specifications and reports.

Interpersonal skills using tact, patience and courtesy.

Ability to:

Plan, organize and manage the daily operations and activities of the District's grounds services.

Participate in the design, installation, maintenance and repair of commercial irrigation systems.

Coordinate, oversee and manage the District's agricultural integrated pest management program (non-structural).

Estimate materials, labor and time requirements to accomplish grounds work.

Train and evaluate the performance of assigned personnel.

Participate in developing and implementing grounds service policies, procedures and standards

Assist in developing and preparing budgets.

Monitor and control expenditures.

Maintain current knowledge of technological advances in the field.

Interpret, apply and explain rules, regulations, policies and procedures.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Prepare comprehensive reports and work specifications.

Oversee the establishment and maintenance of records and files.

Operate a variety of grounds equipment.

Operate a computer and assigned software.

Drive a District or personal vehicle to conduct work.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Observe and implement health and safety regulations.

Education and Training:

Graduation from high school supplemented by college-level coursework in horticulture, agricultural technology, business administration or a related field.

Experience:

Four years of grounds maintenance experience in a commercial or governmental environment involving pesticide application and including one year in a supervisory capacity. Experience working with a unified school district involving sports field and track maintenance is highly preferred.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Positions in this class require the use of a personal automobile and possession of a valid California Class C driver's license.

Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.

Applicants for this classification are required to submit a Qualified Pesticide Applicator's license issued by the California Department of Pesticide Regulation at the time of application.

WORKING ENVIRONMENT

Indoor and outdoor work environment.
Seasonal heat and cold or adverse weather conditions.
Driving a District vehicle to conduct work.
Working around and with machinery having moving parts.
Exposure to chemicals used in pest control and weed abatement.
Occasional lifting, carrying, pushing or pulling heavy objects weighing up to 50 pounds.
Emergency call-out.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard and a variety of grounds equipment.
Hearing and speaking to exchange information in person or on the telephone.
Reaching overhead, above the shoulders and horizontally to conduct inspections.
Bending at the waist, kneeling or crouching to conduct inspections.
Seeing to read a variety of materials and conduct work.
Sitting or standing for extended periods of time.
Walking over rough or uneven surfaces.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 11/18/2010
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