Cabrillo College

LEAD GROUNDSKEEPER

DEFINITION

Under general supervision, plans, assigns, directs and reviews the work of College gardening, landscaping and grounds maintenance staff; performs inspection and skilled grounds work; performs related duties as required or assigned.

CLASS CHARACTERISTICS

This is the working lead level class within the grounds maintenance series. Position determines schedules and assignments for lower level garden/grounds classes, and inspects work to ensure that work has been performed in an appropriate manner. Successful performance of the work requires the use of independence, initiative and discretion within established guidelines.

EXAMPLES OF DUTIES (Illustrative Only)

- Confers with College administration and campus staff regarding grounds maintenance activities or problems
- Provides lead direction, training and work review to garden/grounds crew
- Organizes and assigns work, sets priorities and follows up to ensure coordination and completion of assigned work
- Provides input into selection decisions, performance evaluations, disciplinary matters and other personnel decisions
- Prepares and implements grounds maintenance schedules
- Trains staff in work procedures, in safety procedures related to the work and in the operation and use of equipment and supplies
- Oversees the College central computer irrigation control equipment
- Maintains equipment and supplies in good working condition
- Orders and receives supplies and equipment
- Interprets drawings, diagrams, specifications and blueprints as required
- Inspects work sites and work in progress and work completed
- Ensures conformity with work orders and specifications
- Ensures safe work practices and procedures are followed
- Provides input and advises on specifications for grounds projects
- Performs a variety of routine and skilled grounds maintenance and renovation work
- Operates a variety of hand and power tools and machinery
- Prepares and maintains a variety of reports and records using an on-line or personal computer system
- Performs related duties as required or assigned

QUALIFICATIONS

Knowledge of:

- Basic supervisory principles and practices
- Methods, materials, tools and equipment used in landscaping and grounds maintenance work
QUALIFICATIONS (continued)

Knowledge of: (continued)

- Computer irrigation control equipment
- Safe work methods and safety precautions related to the work
- Applicable codes and regulations
- Use and maintenance of a wide variety of hand and power tools and equipment used in the work

Skill in:

- Planning, scheduling, assigning, directing and reviewing the work of staff
- Providing work and safety instruction to staff
- Analyzing problems, evaluating alternatives and making creative recommendations
- Understanding and following written and oral instructions
- Exercising sound independent judgment within general policy guidelines
- Preparing clear, concise and accurate reports using an on­line or personal computer system
- Estimating time and material requirements for assigned projects
- Reading and interpreting plans, blueprints and specifications
- Establishing and maintaining effective working relationships with those contacted in the course of the work

Other Requirements:

- Must possess or be able to obtain a valid Class B California driver’s license with airbrake certification
- Must be willing to respond to emergencies in off-hours as necessary
- Must possess sufficient strength and stamina to lift and carry equipment weighing up to 90 pounds
- Must be willing to be exposed to pesticides and other hazardous materials, using appropriate safety procedures and equipment

Education and Experience:

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to completion of high school and three years of experience in gardening and/or grounds maintenance work, at least one year of which is in an institutional setting. College coursework in horticulture or a related field is desirable. One year of lead or supervisory experience is desirable. Possession of a valid Qualified Applicator Certificate is desirable.

Established: April 1, 1996
Revised: September 2003