

**Grounds Supervisor**  
**Foothill-De Anza Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=237737>

Downloaded On: Jun. 29, 2024 12:02pm

Posted Jun. 14, 2024, set to expire Jun. 1, 2025

<b>Job Title</b>	Grounds Supervisor
<b>Department</b>	Staff
<b>Institution</b>	Foothill-De Anza Community College District Los Altos Hills, California
<b>Date Posted</b>	Jun. 14, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Facilities/Maintenance/Transportation
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5331895">https://apptrkr.com/5331895</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Grounds Supervisor**

HR EMPLOYMENT/CAREERS

**Initial Closing Date: 05/14/24\***

\*Any complete applications received after the initial closing date will only be forwarded to the hiring committee at their request.

**Starting Salary:** \$6,445.00 (per month) plus excellent benefits; **Salary Grade:**C4-52

**Full Salary Range:**

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\$6,445.00 - \$8,659.83 (per month)

**The Foothill-De Anza Community College District is currently accepting applications for the classified position above.**

The Foothill - De Anza Community College District does not have a remote work policy. All employees are expected to be available to work in person and on-site per the requirement of the department.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.

### **ABOUT THE DISTRICT**

Foothill - De Anza Community College District, composed of two colleges and an education center, is one of the top performing districts in both California and the United States, and one of the largest, ranking seventh in size among the state's 72 districts, serving more than 58,500 students per year and with an operating budget of \$180M unrestricted general fund. Consistent with its mission, the District has a strong commitment to equity and inclusion and incorporates those values in its policies, procedures, and operations, and in its leadership and service to students and the community. Publicly supported and locally oriented, the District fills an essential role in workforce development, continuing education, and skills preparation to meet the changing demands of the highly diverse surrounding population and business communities. The District's students and more than 2,000 faculty and staff enjoy an unparalleled quality of life in an ideal climate, with physically pristine and fiscally sound campuses that have earned their reputation for academic excellence.

### **Foothill - De Anza Community College District Mission Statement:**

The mission of the Foothill-De Anza Community College District is student success and educational excellence. The district and its colleges provide access to affordable, quality educational programs and services that develop a broadly educated and socially responsible community that supports an equitable and just future for California and the global community. Every member of our district contributes to a dynamic instructional and learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. Foothill-De Anza is driven by an equity agenda and core values of integrity, inclusion, care for our students' well-being, and sustainability.

### **De Anza College Mission Statement:**

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De Anza College provides an academically rich, multicultural learning environment that challenges students of every background to develop their intellect, character and abilities; to realize their goals; and to be socially responsible leaders in their communities, the nation and the world.

De Anza College fulfills its mission by engaging students in creative work that demonstrates the knowledge, skills and attitudes contained within the college's Institutional Core Competencies:

- Communication and expression
- Information literacy
- Physical/mental wellness and personal responsibility
- Civic capacity for global, cultural, social and environmental awareness
- Critical thinking

### **DEFINITION:**

Under the general direction of the Director of College Services, supervise personnel and direct the day-to-day operations of grounds maintenance. Plan, schedule, supervise, and inspect the work of the Grounds Department.

### **EXAMPLE OF DUTIES AND RESPONSIBILITIES:**

Depending upon assignment, duties may include, but are not limited to, the following:

1. Plan, schedule, supervise, and inspect the work of the Grounds Department.
2. Interview, select and hire employees; supervise, assign, direct and schedule work activities; explain how duties are to be carried out.
3. Evaluate the performance of assigned personnel; effectively communicate how the performance of duties will be measured; recommend promotions and rewards for service.
4. Approve monthly time and attendance records and approve requests for time off and additional time worked, including any overtime worked and compensatory time worked/taken.
5. Address and resolve a wide variety of concerns and complaints; adjust grievances; recommend transfers and reassignments.
6. Counsel employees; address performance problems through corrective disciplinary action; suspend and/or terminate personnel according to established policies and procedures.
7. Plan, coordinate and arrange for appropriate training for assigned personnel; develop and initiate departmental activities, orientations and in-services to review policies and procedures of the program, the College and changes on State regulations.

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8. Problem solve and make decisions regarding Grounds Services.
9. Manage and monitor expenditures and budgets.
10. Identify and order supplies and equipment; inventory and maintain requisitions and supplies.
11. Prioritize all work orders and direct the Head Grounds Gardener and Grounds Gardener staff; inspect all completed work.
12. Plan and develop annual schedules for planting new plants and performing routine grounds care and watering (irrigation).
13. Supervise and train all levels of Grounds Gardeners in the planting, cultivating, propagating, transplanting, and care of trees, shrubs, hedges, flowers, lawns, and various ground covers.
14. Design and lay out minor landscape work.
15. Supervise pest and weed control work.
16. Oversee the preparation of baseball and football fields.
17. Report all unsafe, dangerous, or hazardous conditions to appropriate personnel; ensure Grounds yard area passes Haz-mat inspections and maintain Haz-mat reports and records.
18. Participate in appropriate training in hazardous materials handling, storage, and disposal; follow designated policy and procedures for Haz-mat identification, storage, and disposal; maintain standards related to environmental compliance and personal health and safety as required; ensure that all grounds staff receive appropriate Haz-mat training.
19. Prepare reports on operational activities.
20. Plan, supervise, and coordinate the set up and removal of tents, booths, and equipment for all special programs and events; work with College Facilities Rental Coordinator regarding grounds needs for community and rental groups.
21. Perform other related duties as assigned.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

1. Principles and practices of supervision.
2. Principles of training and providing work direction to others.
3. Horticulture principles and practices; plants adapted to the climate of the area, with particular regard for those varieties suitable for school ground landscaped areas.
4. Various types of soil in the area, together with a good knowledge of the proper fertilizers.
5. Common tree, ornamental shrub and lawn pests and diseases and the methods of control and eradication.
6. Trimming and pruning techniques.
7. Methods and materials used in landscaping, fence construction, and paving.

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8. Installation, operation, and maintenance of various irrigational systems.
9. Installation and maintenance of turf varieties, including the maintenance of artificial turf.
10. Principles and practices of inventory control.
11. Budget monitoring and control.
12. Oral and written communication skills.

**Ability to:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Participate in appropriate training in hazardous materials handling, storage, and disposal; follow designated policy and procedures for Hazmat identification, storage and disposal; maintain standards related to environmental compliance and personal health and safety as required.
3. Use a computer for entry and retrieval of information for work assignments.
4. Maintain standards related to environmental compliance and personal health and safety.
5. Interpret landscaping plans and sketches.
6. Install, operate, and maintain various irrigational systems.
7. Install and maintain a variety of turf including artificial turf.
8. Coordinate and prioritize several functions at one time.
9. Communicate both orally and in writing.

**MINIMUM QUALIFICATIONS:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination equivalent to a high school diploma **AND** three (3) years of experience in landscape construction and maintenance with grounds maintenance and operations, including one year in a supervisory capacity
3. Training and experience in native horticulture and the care and cultivation of plants, including the propagation of a wide variety of plants in a botanical garden, arboretum, nursery or comparable facility.

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**LICENSE AND CERTIFICATIONS:**

1. Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.
2. Completed coursework leading to a degree or certificate in one of the following areas: horticulture, botany, plant identification, plant propagation, pest management, and soil management.
3. Horticulture certification preferred

**WORKING CONDITIONS:**

**Environment:**

1. Indoor and outdoor work environment.

**Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate a computer keyboard and assigned equipment.
3. Vision to read various materials.
4. Standing for extended periods of time.
5. Bending at the waist, kneeling or crouching.
6. Lifting, carrying, pushing or pulling objects up to 60 lbs.

**APPLICATION PACKET**

1. A District on-line application on <http://hr.fhda.edu/careers/>. \*In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.
2. A cover letter addressing your qualifications for the position.
3. A current resume of all work experience, formal education and training.



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**For full-consideration, all required application materials must be included in your application packet and must be received by 11:59 pm on the closing date. We are unable to accept additional, non-required materials, such as reference letters.**

**Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. You may also visit our "Applicant Information" to assist with technical difficulties at: <http://hr.fhda.edu/careers/a-applicant-instructions.html>. We cannot guarantee a response to application questions within 48 hours of the closing date.**

#### **CONDITIONS OF EMPLOYMENT**

**Position:** Full-Time, Permanent, 12-months per year

**Starting date:** As soon as possible upon completion of the search process.

Excellent benefits package which includes medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>. In addition, the District is a participating member of the California Public Employees' Retirement System (CalPERS) and the successful applicant would be a member of the Teamsters Local 287 Union. The current union agreement can be found online at: [https://hr.fhda.edu/\\_downloads/Teamster%20Agreement\\_2018-2021\\_FINAL\\_REV%2010-10-2019.pdf](https://hr.fhda.edu/_downloads/Teamster%20Agreement_2018-2021_FINAL_REV%2010-10-2019.pdf).

We are happy to assist individuals with disabilities who require reasonable accommodations to complete the employment process, provided that you notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

Email: [employment@fhda.edu](mailto:employment@fhda.edu)



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<http://hr.fhda.edu/>

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/1622?c=fhda>

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact

Staff

Foothill-De Anza Community College District

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