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<b>Position:</b>	Manager, Ground and Landscape Services	<b>FLSA:</b>	Exempt
<b>Department/Site:</b>	Grounds and Landscape	<b>Salary Grade:</b>	37
<b>Reports to/Evaluated by:</b>	Director, Plant Operations	<b>Salary Schedule:</b>	Classified Management

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**SUMMARY**

Supervises, plans and coordinates the activities and operations of the Grounds and Landscape Division within the Plant Operations Department. Coordinates assigned activities with other divisions, outside agencies and the general public. Provides highly responsible and complex staff assistance to the Director of Plant Operations.

**NATURE AND SCOPE**

Senior level management position responsible for the efficient and effective performance of department employees and grounds and landscape maintenance at all District sites. Responsible for applying an extensive seasoned knowledge of grounds and landscape administration and program management. Operates with considerable latitude for independent action and decision making. Activities are reviewed for adequacy of professional judgement, compliance with District and Department policies and achievement of results consistent with District goals and objectives. Has budgetary and administrative responsibility for the department.

**ESSENTIAL TYPES OF DUTIES** (Examples)

- Coordinates the organization, staffing, and operational activities for the Grounds and Landscape Division including care of lawns, athletic fields, sprinklers, storm drainage, trees, shrubs, and flowers.
- Responsible for department safety programs.
- Participates in the development and implementation of goals, objectives, policies, and priorities for grounds and landscape maintenance. Identifies resource needs. Recommends and implements policies and procedures.
- Selects, trains, motivates and evaluates Grounds and Landscape Division personnel. Provides or coordinates staff training. Works with employees to correct deficiencies. Implements discipline and termination procedures.
- Directs, coordinates and reviews the work plan for Grounds and Landscape Division. Meets with staff to identify and resolve problems. Assigns work activities and projects. Monitors work flow. Reviews and evaluates work products, methods and procedures.
- Identifies opportunities for improving service delivery methods and procedures. Reviews with appropriate management staff. Implements improvements.

- Provides professional expertise in the design of irrigation system/landscape improvements as it relates to the maintenance of these improvements.
- Establishes, reviews and assesses department objectives.
- Prepares estimates and specifications for contracting of landscaping work, concrete, fencing, grading and irrigation. Inspects and monitors work performed by contract agencies. Develops and modifies landscaping plan.
- Oversees Grounds Service and staff at all high schools.
- Serves on appropriate District Committees.
- Develops and administers the Grounds and Landscape Division program budget. Forecasts additional funds needed for staffing, equipment, materials, and supplies. Directs the monitoring of and approves expenditures. Recommends adjustments as necessary.
- Coordinates Grounds and Landscape Division operations with those of other divisions and outside agencies and organizations. Provides staff assistance to the Director of Plant Operations. Prepares and presents staff reports and other necessary correspondence.
- Attends and participates in professional group meetings. Stays abreast of new trends and innovations in the fields of grounds and landscape maintenance, horticulture, soils chemistry, entomology, and plant pathology.
- Directs and monitors the preventive maintenance and regular maintenance of assigned equipment. Requisitions supplies and equipment. Meets with vendors and other agencies. Assesses special equipment needs for the District. Recommends acquisition of new equipment or disposal of existing equipment.
- Direct the preparation and maintenance of a variety of records and reports pertaining to work orders, work Schedules, budget control, equipment repair, supplies, equipment inventory, and pesticide and herbicide use.
- Assists District consultants in planning of new school grounds. Develops grounds and landscape maintenance programs. Reviews plans and drawings for drainage and landscape construction. Prepares estimates and specifications for contracting of grounds work, road cement, and grading. Inspects and monitors work performed by contract agencies.
- Coordinates the District's compliance with the appropriate regulatory agencies as it relates to the accumulation and disposal of hazardous waste for the entire school district which includes certificated staff.
- Coordinates the District's compliance with the appropriate regulatory agencies as it relates to the storage, transportation and emergency response to the handling of hazardous materials.

## **QUALIFICATIONS**

**Knowledge and Skills:** Requires thorough competency, full seasoning and knowledge of the professional methods and practices of landscape establishment and maintenance. This includes knowledge of complex practices and principles of horticulture turf maintenance, weed and pest control and irrigation systems.

Requires an in-depth knowledge of the safe use and application of herbicides, insecticides and fungicides. Requires skills in preparing reports, budgets and correspondence. Must have full awareness of regulations, policies, codes and laws applicable to the position. Requires knowledge of the management of hazardous materials and waste.

**Abilities:** Requires the ability to plan, develop and maintain detailed administrative programs for the successful operation of the department. Must be able to manage the work activities of diverse field and office staff in a manner conducive to efficient performance, high morale and department effectiveness. Must be able to establish harmonious and effective work relationships with school administrators, outside agencies, staff and the public. Must be able to operate vehicles, equipment and tools used in grounds and landscaping work. Normally works in an office setting, with minimal exposure to safety or health hazards. May periodically work outside with exposure to inclement weather. Requires arm, hand, finger dexterity to operate keyboard and other office equipment. Requires visual acuity to read words, blueprints, plans and schematics.

**Education and/or Experience:** Associates degree in horticulture, landscape architecture or a related field required, or a minimum of 5 years increasing responsibility in grounds and maintenance including 2 years of supervisory or lead experience is required.

**License and Certificates:** Requires Valid Driver's License and Pesticide Applicator's Certificate.