



ANTELOPE VALLEY COLLEGE
Office of Human Resources & Employee Relations

RN15-8

ANNOUNCEMENT OF CONFIDENTIAL, MANAGEMENT, SUPERVISORY POSITION

POSITION: Supervisor, Grounds Maintenance Full time, 12 months

WORK SCHEDULE: Monday – Friday
6:00am – 2:30pm
(This is an exempt position; typical hours are 40 hrs per week. However, schedule is to be determined by the supervisor depending on department needs and college hours of operation)

SALARY: Range 23, \$4,742.82/mo. + benefits

DEADLINE: December 18, 2015

BASIC FUNCTION: Under the direction of Manager of Maintenance and Operations, plan, organize and supervise turf and landscape maintenance operations including operation and maintenance of equipment and machinery; direct the application of chemicals and the planning, installation and repair of irrigation systems; coordinate special grounds maintenance projects performed by in-house personnel or contractors; train, supervise and evaluate grounds personnel. Will also participate in the grounds maintenance of College facilities and will be responsible for an area of campus. Performs other related duties as may be assigned.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Plan, organize and supervise turf and landscape maintenance operations for the District; schedule, prioritize and assign duties to grounds personnel and inspect completed work; assist in formulating the grounds maintenance and repair program for the College. (E)
- Plan schedules for new planting and routine grounds care, feeding and watering; direct water conservation efforts through proper and efficient irrigation methods, equipment use and drought-resistant plant selection. (E)
- Direct and train personnel in the planting, cultivating, transplanting and care of plants, shrubs, hedges, trees, flowers, lawns and in the installation and maintenance of sprinkler systems. (E)
- Interview, select, train, supervise and evaluate assigned grounds and custodial personnel; provide periodic training to grounds personnel with emphasis on job skills development and safety; resolve public and employee complaints and issues. (E)
- Develop and implement a preventive maintenance program for equipment; control inventory and distribution of equipment, materials, tools and chemicals; maintain related records. (E)
- Direct and participate in the planting of shrubs, flowers, trees, ground cover, turf and other items; design plans for areas to be landscaped or replanted including the selection of trees, shrubs and ground cover. (E)
- Maintain records related to work performed including inventories, preventive maintenance, requisitions, inspections, training and work orders. (E)
- Supervise and participate in the installation, replacement, repair, and servicing of sprinkler heads, valves, controllers and sprinkler systems; design irrigation systems as necessary and study irrigation system blueprints for modification and repair of systems. (E)
- Direct and train grounds personnel in the maintenance and marking of athletic fields; prioritize and schedule work projects to avoid conflict with scheduled games, practices and classes. (E)
- Inspect grounds for safety issues and needed maintenance care and determine need for spraying, fertilizing, pruning and new planting; supervise pest and weed control, spraying and related activities; notify Manager of issues and concerns. (E)

REPRESENTATIVE DUTIES (Continued):

- Maintain records of chemicals used and material safety data sheets for chemicals in inventory; submit reports to the County on pesticide usage. (E)
- Requisition or purchase various supplies, equipment and machinery for grounds maintenance and custodial operations; maintain records and prepare reports of work accomplished, materials purchased and used, cost estimates and priorities of grounds projects; complete and maintain time records of staff; review and approve receipts for merchandise purchased; prepare and monitor budget for the grounds operation; assist in the development of bids for contractors. (E)
- Operate and assist in the maintenance and repair of a variety of machinery and equipment including tractors, dump truck, hydraulic mower, electric cart, sweepers, aerators, fork lift, chain saw and a variety of power and hand tools; train other grounds and district employees on equipment use and maintenance as needed. (E)
- Plan and coordinate major chemical spray programs and routine spray schedule; determine types and amounts of chemicals to apply and area to be sprayed; oversee sanitizing of respiratory protective equipment and maintenance of related records. (E)
- Interpret and explain policies and regulations; remain current regarding applicable laws, codes, rules and procedures.
- Plant, maintain and mow lawns; top, trim and prune shrubs, hedges and trees; edge lawns and borders; weed whipping, rake leaves and hoe and remove weeds. (E)
- Maintain records related to work performed including inventories, preventive maintenance, requisitions, inspections, training and work orders.
- Assist in sprinkler system design; install, maintain and repair sprinkler systems; dig trenches, lay pipe and install valves; maintain and repair electric timers and clocks and perform wiring on electrically-controlled valves; repair and replace pop-up and gear-driven heads; inspect sprinkler system to assure proper and efficient operation. (E)
- Drive a District vehicle to pick up and deliver maintenance supplies and materials; load trucks with trimmings and trash; transport sand, dirt, sawdust and straw; unload and distribute as assigned or according to established procedures. (E)
- Maintain power grounds equipment including servicing of brakes and bearings, engine tune-ups and repairs to points and condensers; change oil and filters as necessary. (E)
- Operate and maintain a variety of grounds maintenance equipment and machinery including trucks, tractor, skip loader, jackhammer, forklift, sweeper, riding and push mowers, edges, shears, blowers, mulchers, chain saws, aerator, sprayers, loaders and weed eaters; maintain tools and equipment in proper working order. (E)
- Performs other related responsibilities as may be assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school and four years increasingly responsible experience in irrigation systems and plant and grounds maintenance.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Must qualify for a valid forklift certificate within first year in this classification.

Must qualify for a valid California commercial pesticide applicator's certificate within first year in this classification.

ABILITY TO:

Plan, organize and schedule grounds keeping activities and personnel.

Train, supervise and evaluate personnel.

Perform a variety of grounds maintenance duties, such as irrigation system maintenance and repair, chemical application of insecticides and pesticides.

Perform general grounds maintenance including mowing, edging, raking, trimming and weeding. Maintain and repair sprinkler systems.

Read, understand and update blueprints and schematics of irrigation systems.

Use assigned or recommended methods for the control and eradication of pests, insects and weeds.

Operate and maintain a variety of grounds maintenance machines, equipment and power and hand tools

Design, install, maintain and repair irrigation systems.

Instruct others in the use of proper methods, tools, materials and equipment used in grounds maintenance.

Apply specialized chemicals to control and eradicate weeds, insects and other pests.

Operate hand and power tools and other equipment used in grounds maintenance.

Perform specialized groundskeeping duties in the care and maintenance of District grounds.

Observe legal and defensive driving practices.

Analyze situations accurately and adopt an effective course of action.

Communicate effectively both orally and in writing.

Meet schedules and time lines.

Work independently with little direction.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Lift objects weighing up to 60 pounds.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Assigns and monitors work of all the grounds maintenance department, including hourly and student workers.

KNOWLEDGE OF:

Operate and maintain a variety of grounds maintenance machines, equipment and power and hand tools.
Soil and turf management.
Approved methods of planting and caring for hedges, trees, shrubs, lawns and flowers.
Common plant diseases, pests and the approved methods and materials used in their control and eradication.
Design, installation, maintenance and repair of irrigation systems.
Landscape design and plant identification.
Proper methods, materials, tools and equipment used in grounds maintenance work.
District organization, operations, policies and objectives.
Record-keeping techniques.
Budgeting methods and practices.
Oral and written communication skills.
Principles and practices of supervision and training.
Reading and writing communication skills.
Technical aspects of grounds maintenance.
Health and safety regulations relating to power equipment and toxic chemical application.

PHYSICAL EFFORT:

Dexterity of hands and fingers to operate a computer keyboard.
Walking over rough or uneven surfaces.
Kneeling or crouching.

WORKING CONDITIONS:

Indoor and outdoor work environment.
Seasonal heat and cold or adverse weather conditions.
Working around and with machinery having moving parts.
Chemical fumes.
Exposure to electrical power supply and high voltage.
Driving a vehicle to conduct work.
Seasonal heat and cold and adverse weather conditions.
Pollen.
Exposure to pesticides and a variety of other chemicals.
Working around and with machinery having moving parts.

CONTACTS:

Co-workers, security personnel, staff, students, student workers, and vendors.

APPLICATION PROCEDURE

To be considered an applicant for a classified position in the Antelope Valley Community College District, **all of the following documents** must be submitted by close of the HR Office on the deadline date.

If any of the listed materials are missing or incomplete, the application will not be considered.

1. A completed and signed Antelope Valley College *Confidential, Management, Supervisory Application*
2. Cover letter addressing your interest and qualifications
3. Résumé

The application must be filled out completely and signed. Do not indicate "See Résumé" on any part of the application. Blank spaces, illegible entries or failure to sign the application may be cause for rejection. The District will not return application materials submitted.

Application forms are available on the AVC web site www.avc.edu or from the Human Resources Office and must be returned to:



ANTELOPE VALLEY COLLEGE

Office of Human Resources

3041 West Avenue K

Lancaster CA 93536

(661) 722-6311

Voice Relay: (661) 722-6360

Office hours: Monday-Thursday (7:30am – 6:00pm)

Friday: (7:30am – 11:30am)

Faxed or emailed materials cannot be accepted.

Unsolicited materials will not be included. Postmarks will not be accepted

A selection committee will screen applications of candidates meeting minimum requirements. **Meeting minimum requirements does not assure the applicant of an interview.** Selection for an interview will be based on your training and experience as outlined in your application. Applicants selected for interviews will be notified by phone. Applicants should not expect notification of the status of their candidacy until the Board of Trustees has acted upon the district's recommendation for employment.

Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations.

Antelope Valley College offers an extensive benefit package that includes full-family medical, dental, and vision plans and employee life insurance and income protection policies and eligibility to enroll in the Public Employees' Retirement System.

Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.

Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

AVC is an equal opportunity employer.