

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED MANAGEMENT POSITION DESCRIPTION**

**JOB TITLE:** Grounds Supervisor

**BASIC FUNCTION:** Under the supervision of the area Director, provides leadership in all areas of ground operations, Sheriff's Department Work Release Program and the parking lot/ road maintenance program.

**SUPERVISORY RESPONSIBILITIES:** Supervises and directs work assignments for Grounds personnel, Work Release Program participants.

**REPRESENTATIVE DUTIES:**

1. Plans, schedules and organizes landscaping and grounds maintenance activities.
2. Supervises subordinate personnel including: hiring, determining workload and delegating assignments; training, monitoring and evaluating performance; and, initiating corrective or disciplinary actions.
3. Prepares or participates in written performance evaluation on each employee assigned to the grounds department, in accordance with Board Policy and collective bargaining agreement.
4. Assists with collaboration of efforts between custodial and grounds staff to efficiently manage daily physical resource setups.
5. Maintains Grounds Department work order system.
6. Supervises County Sheriff Work Release Program participants on campus.
7. Supervises all facilities staff in the absence of area director.
8. Inputs and retrieves computerized data, word processing and other software as required by the position.
9. Participates in, or chairs, committees, task force, and/or special assignments.
10. Develops and prepares budget for review and approval, and administers the approved grounds budget.
11. Takes appropriate action to eliminate unsafe or dangerous conditions in accordance with Risk Management established guidelines and effectively identified training needs and ensures that all necessary job-related instruction is provided to staff in a timely manner.
12. Serves as a member of the Management Leadership Association.
13. Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.
14. Collaborates with other personnel to resolve issues related to College grounds.
15. Performs other related responsibilities as may be assigned.

**EDUCATION:** Graduation from high school or GED equivalent is required. College management coursework is desired. Associate's degree or sixty (60) units of completed college course work in a related area is preferred.

**EXPERIENCE:** At least two years of supervisory experience is required.

**LICENSES/CERTIFICATIONS REQUIRED:** Must have a valid California driver's license and have (and maintain) an insurable driving record acceptable to the District's insurance carrier. Must have a Qualified Applicator Certificate from the California Department of Pesticide Regulation. Certification in Horticulture, Landscape Design, Turf Management or a related area is desired.

**KNOWLEDGE OF:** Modern office practices and procedures; grounds procedures and techniques; grounds maintenance operations; work order requisition systems; staffing and deployment methods; basic computer systems; customer service principles.

**ABILITY TO:** Identify training needs of staff and conduct and/or procure appropriate in-services; coordinate with director and risk management personnel to eliminate unsafe working conditions and exposures; implement minor capital improvement projects; resolve workplace issues related to staff, external customer and department served; train and direct facilities employees; read and interpret blueprints; prepare performance evaluations and disciplinary documentation; interpret and explain rules and policies; prepare and edit reports and other materials; compose letters independently; interview and communicate effectively with officials, faculty members, employees, students, and the public; compile and maintain accurate and complete records and reports; keyboard at an acceptable rate of speed; establish and maintain effective relationships with others.

**OTHER:** Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

**CONTACTS:** Administrators, staff, faculty, students, community members, general public.

**WORKING CONDITIONS:** Normal grounds and office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.