**Board Approved December 14, 2016**
**FLSA: EXEMPT**

# DIRECTOR, GROUNDS AND TRANSPORTATION

## DEFINITION

Under general direction, plans, organizes, manages, administers, coordinates and directs the daily maintenance and repair of District grounds and landscapes, athletic fields and sports complexes, and irrigation systems; oversees District transportation operations; provides highly complex and responsible support to the Director, Facilities Planning & Management in areas of expertise; supervises assigned staff.

## SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director, Facilities Planning and Management. Exercises direct and general supervision over assigned staff.

## CLASS CHARACTERISTICS

This is a management-level classification responsible for managing the grounds maintenance and transportation operations functions of the Facilities Planning & Management Department. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Director, Facilities Planning & Management in a variety of areas. Successful performance of the work requires an extensive professional background, as well as, skill in coordinating departmental work. This class is distinguished from the Director, Facilities Planning & Management in that the latter has overall management responsibility for District-wide facilities and maintenance programs, services, and activities.

## EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Plans, manages, and oversees the daily functions, operations, and activities of the grounds maintenance and transportation operations functions of the department, including the maintenance and repair of District grounds, landscapes, athletic fields, and irrigation systems; ensures safe efficient and timely student and staff transportation to and from various District sites.
2. Participates in the development and implementation of goals, objectives, policies, and priorities for the assigned functions; recommends within departmental policy, appropriate service and staffing levels and resources; recommends and administers policies and procedures.
3. Participates in the development, administration, and oversight of the assigned unit's budget.
4. Develops and implements grounds maintenance schedules for sports fields, landscaping, trash removal, and irrigation repair and maintenance.
5. Assists in the development and implementation of major facilities projects, including the preparation of plans and specifications for facility modifications; assists in

coordinating and inspecting the work of outside contractors involved in repairs and construction.

6. Researches and manages the acquisition of new vehicle and equipment purchases for the student transportation fleet and service vehicle fleet; develops bid specifications; evaluates bids, recommends awards and ensures compliance with contract specifications.
7. Administers and monitors underground fuel storage tanks and fuel system certifications, inspections, and reports for State mandated monthly, quarterly and annual certification; approves and monitors repairs to tanks and fuel system.
8. Ensures compliance with various transportation licensing and certification requirements; monitors and interprets legislation as it pertains to transportation; monitors outside carriers to ensure compliance with District rules and State laws.
9. Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of the assigned unit, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Director, Facilities Planning & Management.
10. Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees on performance issues; recommends discipline to the Director, Facilities Planning & Management.
11. Maintains and directs the maintenance of working and official program files and program website.
12. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).
13. Oversees, leads, and provides high-level customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
14. Utilizes critical thinking, decision-making, and problem-solving skills with tact, confidence, and diplomacy.
15. Implements, enforces, supports, and abides by federal, state, and local policies and Board Policies and Administrative Procedures.
16. Participates in and supports employee participation on committees, task forces, and special assignments, including, but not limited to, Screening and Selection Committees, mandated trainings, and DEISAA related trainings as required.
17. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.
18. Monitors changes in laws, regulations, and technology that may affect District or departmental operations; implements policy and procedural changes as required.
19. Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
20. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
21. Performs other related duties as assigned.

## QUALIFICATIONS

### Knowledge of:

1. Principles and practices of supporting a DEISAA academic and work environment.
2. Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
3. Budget development, administrative practices, and program management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
4. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
5. Principles, practices, methods, equipment, materials, and tools used in grounds maintenance and transportation operations.
6. Safe operation and routine maintenance of heavy equipment and power tools used in area of responsibility
7. Proper use and applications of a variety of pesticides and herbicides.
8. Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned programs, projects, and operations.
9. Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
10. Principles and procedures of record keeping.
11. Modern office practices, methods, and computer equipment and applications.
12. English usage, spelling, vocabulary, grammar, and punctuation.
13. Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
14. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

### Skills & Abilities to:

1. Implement, advocate for, and communicate the College’s vision and commitment to creating a DEISAA academic and work environment.
2. Oversee and address gaps in DEISAA in the recruitment and retention of faculty and staff.
3. Critical thinking and decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with tact, confidence, and diplomacy.
4. Assist in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for assigned program.
5. Provide administrative and professional leadership and direction for the assigned unit.
6. Prepare and administer budgets; allocate limited resources in a cost effective manner.
7. Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.

8. Plan, organize, direct, and coordinate the work of assigned personnel; delegate authority and responsibility.
9. Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
10. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
11. Effectively administer grounds and transportation programs, projects, events, and activities.
12. Effectively represent the District and the department in meetings with various educational, business, professional, regulatory, and legislative organizations.
13. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
14. Conduct research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
15. Establish and maintain a variety of filing, record keeping, and tracking systems.
16. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
17. Operate modern office equipment including computer equipment and specialized software applications programs.
18. Use English effectively to communicate in person, over the telephone, and in writing.
19. Understand scope of authority in making independent decisions.
20. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
21. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

1. Equivalent to graduation from a regionally accredited two-year ~~four-year~~ college or university with major coursework in horticultural science, landscape management, or a related field, and
2. Five (5) years of increasingly responsible experience in grounds management which has included the maintenance and repair of athletic fields and complexes, three (3) years of which must be at the supervisory level.

**Desirable Qualifications:**

1. Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institutions (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI); OR
2. Proven track record of participating in programs relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI).

### Licenses and Certifications:

1. Possession of and ability to maintain a valid California Driver's License.
2. Qualified Pesticide Applicator Certificate issued by the Department of Pesticide Regulation.

## PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, as well as to work in the field; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is partially a sedentary office, partially a field classification, and standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 75 pounds and heavier weights with the use of proper equipment.

## ENVIRONMENTAL ELEMENTS

Employees partly work in an office environment and partly work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

Amended: 8/2023