

**MT. SAN ANTONIO COLLEGE**

**Human Resources**

**REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS**

**\*\*This form is used to gain approval prior to recruiting for a position.**

Instructions for completing this form are located on the back.

Position: Manager, Grounds

Department: Grounds and Landscape Services- FP&M

Time (FTE): 100 Term (months/year): 12

Work Schedule (Days, Hours): Monday - Friday 4:30 - 1:00 p.m.

Salary Schedule (Range): M-6

Background and Rationale (use back of form if additional space is needed): The Grounds Department Manager exercises direct, and general supervision over campus grounds, athletics, and irrigation staff. This position is funded from the general fund and currently filled on an interim basis through June 30, 2021. This position is vitally important to recover the campus landscape and athletic fields heavily impacted over the past year.

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). \_\_\_\_\_

Please list the Account Number(s) and Budget Amount(s) that is/are being used to fund this Position. **This section MUST be completed in order to provide budget for the position.**

Account Number(s): 11000 622000 215000 655000 2100 100 % Amount \$ 134,160

Account Number(s): \_\_\_\_\_ % Amount \$ \_\_\_\_\_

Funding: (check all that apply) ☐ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary  
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant/temporary funded): Beginning date: \_\_\_\_\_ End date: \_\_\_\_\_

Comments: \_\_\_\_\_

**Signatures:**

1. Requesting Manager Signature	<u>[Signature]</u>	<u>03/15/21</u>	4. Human Resources Signature	<u>[Signature]</u>	<u>3.22.21</u>
		Date			Date
2. Division Vice President Signature	<u>[Signature]</u>	<u>03.19.2021</u>	5. Vice President, Human Resources	<u>[Signature]</u>	<u>3/22/21</u>
		Date			Date
3. Chief Compliance/Budget Officer Signature	<u>[Signature]</u>	<u>03/19/2021</u>			
		Date			

☒ Funding available ☐ Funding not available Position Number: MC9997 Contract Number: \_\_\_\_\_

Comments: Budget will be Available 7/1/2021. Position was Approved to Recruit By PC on 06/05/20.

**Reviewed by President's Cabinet, the following action was taken on the above request:**

☒ Approved to fill immediately ☐ Denied ☐ Modified

If position **does not have funding**, provide funding directions: \_\_\_\_\_

Rationale: \_\_\_\_\_

6. Signature of President/CEO: [Signature] Date: March 23, 2021

☒ Continued Funded Position (ex. Vacancy)  
Former Employee (if applicable): \_\_\_\_\_  
Last day of employment: \_\_\_\_\_  
Reason for vacancy: \_\_\_\_\_  
(Attach Existing Job Description)

☐ Newly Funded Position Fiscal Year \_\_\_\_\_  
☐ No Existing Job Description  
(Attach Draft of New Job Description)

☐ Classified ☐ Confidential  
☒ Supervisory ☐ Administrative

**\*\*For Temporary Special Project Administrators only**

☐ Temporary Special Project Administrator  
(Refer to AP 7135)

Temporary Special Project Administrators can only be hired through the end of the current fiscal year. These positions can be renewed each fiscal year, for up to five (5) years maximum with a status change form.

Funding From: General Fund

**MT SAN ANTONIO COLLEGE  
FY 2021-22 SALARY PROJECTION**

POSITION NUMBER	FTE	SCH RANGE	STEP	TOTAL MONTHS	TITLE	FUND	ORG	ACCT	PROG	ACTIV	ACCOUNT PERCENT	TOTAL SALARY	TOTAL BENEFITS	TOTAL SALARY & BENEFITS	FUNDING/COMMENTS
MC9997	1.000	MN 006	Step 3	12	Manager, Grounds	11000	622000	215000	655000	2100	100.00%	90,061	44,099	134,160	Unrestricted General Fund

**Notes:**  
*Budget status has been prepared and verified by Fiscal Services for effects of President's Cabinet Approval.*

## **MANAGER, GROUNDS**

### **DEFINITION**

Under general administrative direction and oversight of the Director, Grounds and Transportation, the Manager, Grounds plans, schedules, assigns, and reviews the work of staff responsible for performing the full range of grounds maintenance work; coordinates, monitors, and provides technical input for assigned grounds maintenance projects and programs; provides technical assistance to the Director, Grounds and Transportation; performs a variety of technical tasks relative to grounds maintenance projects and programs. This position is an overtime-exempt supervisory classification.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Director, Grounds and Transportation. Exercises direct and general supervision over grounds maintenance staff.

### **CLASS CHARACTERISTICS**

This is a management-level classification responsible for managing the grounds maintenance operations of the Facilities Planning and Management Department. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of ground maintenance staff either directly or through lead workers. Incumbents are expected to be fully proficient in the performance of the full range of grounds maintenance duties. Performance of the work requires the use of considerable independent judgment, initiative, and discretion within established guidelines. This class is distinguished from the Director, Grounds and Transportation in that the latter has management responsibility for all grounds and transportation functions and activities of the College.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff in grounds maintenance activities of all College grounds and facilities.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned facilities.
- Evaluates employee performance, counsel's employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards.
- Makes regular or special inspections of on-going and completed grounds maintenance assignments to ensure quality of work, operating procedures, methods and practices, safety and other established standards and requirements are satisfactorily met and maintained.
- Monitors inventory; prepares, maintains, and reviews various records and reports related to grounds maintenance operations, including service and supply requests and timesheets as required.

- Plans, schedules, and directs the proper and timely application of fertilizers, pesticides, and other cultural practices.
- Reviews irrigation and landscaping construction design plans for sustainability and feasibility; coordinates irrigation projects and watering schedules with input from subordinate grounds maintenance staff.
- Assists in the coordination and inspection of the work of outside contractors involved in contract repairs and facilities construction.
- Prepares and maintains various records and reports related to work orders, projects, inventory, and assigned activities.
- Effectively schedules overtime to ensure proper coverage and grounds maintenance service for special events.
- Interfaces with the public; answers questions and provides standard information to the public if working in a public facility.
- Provides the leadership to maintain the efficiency and continuity of the maintenance function in the absence of the Director, Grounds and Transportation.
- Estimates labor, materials, and equipment needed for assigned projects; monitors inventory levels of materials and equipment; orders, receives, and maintains inventory of materials and equipment as needed.
- Responds to emergency situations as necessary.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Provides a working and learning environment that is free from prohibited discrimination, harassment and retaliation (DHR), and provided by applicable law and College policies. Attends College mandated DHR training and participates in DHR investigations as directed. Prevents discrimination and harassment and retaliation against individuals who bring these complaints forward through recognizing and reporting possible incidents to the Director, of Equal Employment Opportunity Programs in Human Resources.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles, practices, methods, equipment, materials, and tools used in College grounds and athletic fields maintenance, irrigation, landscaping, and refuse and recycling.
- Horticultural procedures, soil chemistry, fertilizers, pest control, and related construction procedures.
- Project planning, estimation, and scheduling.
- Safe operation and routine maintenance of heavy equipment and power tools used in area of responsibility.
- Proper use and applications of a variety of pesticides and herbicides.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Occupational hazards and safety equipment and practices related to the work.
- Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, and arithmetic.

- Safe work practices, including safe driving rules and practices.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

**Skills & Abilities to:**

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Organize, implement, and direct grounds maintenance services and operations activities.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Perform the most complex grounds maintenance duties and operate related equipment safely and effectively.
- Develop cost estimates for supplies, equipment, and projects.
- Read and interpret construction drawings, specifications, plans, manuals, diagrams, blue prints, and technical regulations.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Establish and maintain a variety of manual and computerized files, record-keeping, and project management systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- 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.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to an Associate's degree from a regionally accredited college and five (5) years of increasingly responsible grounds maintenance experience and experience with computerized irrigation systems, including lead or supervisory experience.

### **Licenses and Certifications:**

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

### **PHYSICAL DEMANDS**

Must possess mobility to work in the field as well as around various College facilities, to operate a motor vehicle and drive on surface streets; strength, stamina and mobility to perform medium to heavy physical work, operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves field work requiring frequent walking at landscape site areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites; lift, move, and carry materials and equipment weighing up to 50 pounds and heavier weights with the use of proper equipment.

### **ENVIRONMENTAL ELEMENTS**

Incumbents work in the field and/or facilities and are occasionally 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. Incumbents may interact with staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.