

## COUNTY OF SOLANO

### Groundskeeper (Supervising)

Est. 06/05

#### DEFINITION

Under general direction, plans, supervises and directs operations of the grounds maintenance section; serves as a member of the division's management/supervisory team.

#### DISTINGUISHING CHARACTERISTICS

This is a single-position, first line supervisory class responsible for design and maintenance of grounds surrounding County buildings. This class is distinguished from that of Facilities Operations Manager in that the latter has overall responsibility for the overall operation of the County facilities including Grounds, Custodial, Utilities, Projects and Services and the maintenance of the County's Cogeneration power plant.

#### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Facilities Operations Manager.

Exercises supervision over Groundskeepers.

#### EXAMPLES OF DUTIES- *Duties may include but are not limited to the following.*

Plans, organizes and supervises grounds maintenance activities including general maintenance, fertilization, pruning, planting, pesticide, litter control and herbicide application and dethatching operations; supervises special projects, tree pruning, and special landscape design projects

Establishes work priorities and prepares contract specifications if required; oversees equipment maintenance and repairs; designs and lays out landscaped areas and irrigation systems.

Trains or provides training for employees; interprets County policies to subordinates and enforces safety regulations to subordinates; analyzes and resolves work problems; recommends personnel actions such as promotions, transfers, discharges, new hires, disciplinary measures and performance evaluations of subordinates.

Maintains time and work distribution records and prepares operating reports; maintains stocks of maintenance supplies; recommends and implements measures to improve work methods, equipment performance and quality of work, and suggests changes in the working conditions and use of equipment to increase efficiency; prepares the section budget and analyzes variances from plan; may be assigned additional administrative responsibilities.

Ensures staff performing work are trained, work safely and work done is in compliance with applicable State, County, and departmental laws, regulations, ordinances, policies and procedures.

Prepares specifications and cost estimates for projects done by private contractors; inspects and supervises work done by both County staff and private contractors; ensures the County is in compliance with applicable State/Federal laws and regulations ordinances; oversees pest control for County buildings in consultation with other departments and pest control operators.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Extensive knowledge of the methods and procedures of lawn, plant and tree care; proper irrigation techniques; fertilization, pest control and herbicide applications; regulations governing use of pesticides and herbicides; landscape design; irrigation system design, layout and maintenance.

Working knowledge of public administration including budgeting, program planning/evaluation and supervision.

### **Skill to:**

Use hand and power tools and equipment commonly used in landscape maintenance, including on occasion, front end loaders, dump trucks, back hoes, parking lot sweepers and related vehicles.

### **Ability to:**

Plan, organize and direct grounds programs; understand, interpret and explain laws, regulations and policies governing grounds operations; develop and implement operational procedures; identify and analyze problems and implement operational changes; make decisions and independent judgements; communicate effectively both verbally and in writing with people of diverse socio-economic backgrounds and temperaments; establish and maintain cooperative working relationships; understand program objectives in relation to departmental goals and procedures; demonstrate tact and diplomacy; collect and analyze data to establish/identify needs and evaluate program effectiveness; draw logical conclusions and make appropriate recommendations; develop goals and objectives; prepare budgets, and narrative and statistical reports; supervise the work of others engaged in grounds activity; secure cooperation and teamwork among support staff; understand and analyze expenditure reports; maintain accurate records and document actions taken; interview people to recommend personnel actions; organize and prioritize work assignments; research regulations, procedures and/or technical reference materials relating to grounds and landscape maintenance and design; project consequences of decisions; determine and evaluate levels of achievement and performance; interpret administrative direction and incorporate it into operational policy and procedure; recognize and respect limit of authority and responsibility; effectively delegate responsibility and authority to others.

## **EDUCATION AND/OR EXPERIENCE**

### **Experience:**

Three (3) years experience in commercial grounds maintenance experience which included landscape design, maintenance of a wide variety of plants, turf, trees, and irrigation systems.

**Education:**

High school diploma or GED.

**SPECIAL REQUIREMENTS**

Possession of or ability to obtain a valid Chemical Applicator's License

Possession of a valid Class C California driver's license may be required.

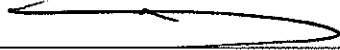
**SUPPLEMENTAL INFORMATION**

Independent travel may be required.

Incumbents must be able to perform a variety of manual labor tasks, work outdoors in a variety of weather conditions; and lift objects weighing up to 100 pounds; incumbents may be exposed to hazardous chemicals such as pesticides and herbicides.

Depending on assignment, candidates for some positions in this class may be required to pass a background investigation in accordance with applicable law, regulation and/or policy.

Incumbents may be required to work outside normal business hours.



Yolanda Irigon  
Director of Human Resources

**Established Date:** June 2005

**BOS Date:** June 28, 2005

**CSC Date:** July 13, 2005

APPROVED  
*E. J. Ford-Saitz*

July 13, 2005  
Solano County  
Civil Service Commission