

**ORANGE COUNTY CLASS SPECIFICATION**

**TITLE:** SUPERVISING GROUNDSMAN **GRADE:** 10

**TITLE ABBREVIATION:** SUPV GROUNDSMAN **TITLE NO.:** 6734

**JURIS.CL:** C **SALARY CODE:** 01 **UNIT:**        **EEO CODE:** SM **FLSA CODE:** NE

**DEPARTMENT:** COMMUNITY COLLEGE **DIVISION:**                     

**SUPERVISOR'S TITLE:** DIRECTOR OF PHYSICAL PLANT

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the general maintenance and upkeep of all grounds and grounds equipment of the College. Work is carried out under general supervision with leeway for independent judgement in the planning and scheduling grounds and equipment maintenance. Supervision is exercised over subordinate personnel. Does related work as required

**TYPICAL WORK ACTIVITIES:**

Plans, schedules, supervises and participates in grounds maintenance including, but not limited to, mowing, reseeding, fertilizing, spraying, watering, pruning, planting and the removal of debris with hand and power equipment;

Schedules, supervises and participates in maintenance of sidewalks, parking lots and storm drains;

Schedules, supervises and participates in layout of gardens and playing fields;

Schedules, supervises and participates in snow removal and sanding of lots, sidewalks and roof areas;

Compiles information for bids, requisitions, stores and maintains inventory;

Instructs and supervises subordinates in the safe operation and maintenance of power and hand equipment;

Schedules, supervises and participates in the maintenance and repair of all power and hand equipment;

Schedules, supervises and participates in the maintenance and repair of garage and workshop;

Schedules, supervises and participates in the daily removal of all waste from campus buildings and grounds for disposal at landfill;

Operates a variety of tools and ground equipment, including, but not limited to, backhoes, tractors, mechanical post hold diggers, leveling instruments, chain saws, etc.;

Completes reports as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of grounds maintenance operations and upkeep practices; good knowledge of planting, cultivating, pruning, and general care of plants, flowers, shrubs and lawns; good knowledge of the symptoms and means of combatting insects and other pests typical of the area; good knowledge of the operation of machinery and tools used in groundskeeping; good knowledge in the maintenance of groundskeeping machinery, equipment and tools; working knowledge of construction methods; ability to read blueprints; ability to plan and supervise the work of others; ability to perform routine arduous manual work; ability to follow oral and written instructions; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) An Associate's Degree in Landscape Development, Recreation and Sports Area Management or related field and one (1) year of supervisory experience involving all aspects of grounds and grounds equipment maintenance; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of paid work experience involving all aspects of grounds and grounds equipment maintenance, one (1) year of which must have been in a supervisory capacity; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENTS:**

Must obtain within one (1) year of appointment, and maintain, appropriate pesticide, insecticide and herbicide applicator's certification.

Must possess and maintain a valid Commercial Driver's License with a "B" classification (CDL-B) within one year of appointment.

**Note:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.