

# ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

## De Anza College

### Grounds Supervisor

Job #07-047

Closing Date: 1/26/07

The Foothill-De Anza Community College District is currently accepting applications for **Grounds Supervisor, De Anza College**.

#### **DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:**

Under the direction of the Director of College Services, supervise personnel and direct the day-to-day operations of grounds maintenance. Plan, schedule, supervise, and inspect the work of the Grounds Department. Supervise, train and evaluate the performance of assigned staff; interview and participate in selecting employees; counsel, discipline and terminate personnel according to established policies and procedures. Problem solve and make decisions regarding Grounds Services. Manage and monitor expenditures and budgets. Identify and order supplies and equipment. Prioritize all work orders and direct the Head Grounds Gardener and Grounds Gardener staff. Inspect all completed work. Plan and develop annual schedules for planting new plants and performing routine grounds care and watering (irrigation). Supervise and train all levels of Grounds Gardeners in the planting, cultivating, propagating, transplanting, and care of trees, shrubs, hedges, flowers, lawns, and various ground covers. Design and lay out minor landscape work. Supervise pest and weed control work. Oversee the preparation of baseball and football fields. Inventory and maintain requisitions and supplies. Report all unsafe, dangerous, or hazardous conditions to appropriate personnel. Ensure Grounds yard area passes Haz-mat inspections and maintain Haz-mat reports and records. Prepare reports on operational activities. Plan, supervise, and coordinate the set up and removal of tents, booths and equipment for all special programs and events. Work with College Facilities Rental Coordinator regarding grounds needs for community and rental groups. Participate in appropriate training in hazardous materials handling, storage, and disposal; follow designated policy and procedures for Haz-mat identification, storage and disposal; maintain standards related to environmental compliance and personal health and safety as required. Ensure that all grounds staff receive appropriate haz-mat training. Perform other related duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

2. Five years of experience in landscape construction and maintenance with grounds maintenance and operations, including one year in a supervisory capacity.
3. Training and experience in native horticulture and the care and cultivation of plants, including the propagation of a wide variety of plants in a botanical garden, arboretum, nursery or comparable facility.
4. Completed coursework leading to a degree or certificate in one of the following areas: horticulture, botany, plant identification, plant propagation, pest management, and soil management.
5. Possession of appropriate California operator's license.

#### **PREFERRED QUALIFICATIONS:**

1. One year of budget monitoring and control.
2. Horticulture certification.

#### In addition, successful candidates will demonstrate the following:

1. Knowledge of and work with a variety of irrigation systems.
2. Knowledge of the principles of training and providing work direction to others.
3. Knowledge of trimming and pruning techniques.
4. Knowledge of plants adapted to the climate of the area, with particular regard for those varieties suitable for school ground landscaped areas.
5. Knowledge of the principles and practices of inventory control.
6. Knowledge of methods and materials used in landscaping, fence construction, and paving.
7. Knowledge of common tree, ornamental shrub and lawn pests and diseases and the methods of control and eradication.
8. Ability to use a computer for entry and retrieval of information for work assignments.
9. Ability to maintain standards related to environmental compliance and personal health and safety.
10. Ability to interpret landscaping plans and sketches.
11. Ability to install, operate and maintain various irrigational systems.
12. Ability to install and maintain a variety of turf, including artificial turf.
13. Ability to follow designated policy and procedures for Haz-mat identification, storage and disposal.
14. Ability to coordinate and prioritize several functions at one time.
15. Ability to communicate both orally and in writing.

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**APPLICATION MATERIALS:**

1. A District application to be completed at [www.fhdajobs.net](http://www.fhdajobs.net) (a paper application is available by visiting [www.fhda.edu](http://www.fhda.edu) or by contacting Employment Services).
2. Resume of all work experience, formal education and training.
3. Cover letter addressing your qualifications for the position of Grounds Supervisor.
4. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

**CONDITIONS OF EMPLOYMENT**

**Salary:** \$4,427.25 per month plus benefits; level 5-52

**Position:** Full-time, Permanent, 12 months per year

**Starting date:** As soon as possible upon completion of the search process.

Excellent benefits package which includes full cost medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes fully paid medical for employees and dependents, visit our web site:  
<http://hr.fhda.edu/benefits>

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:  
Employment Services  
Foothill-De Anza Community College District  
12345 El Monte Road  
Los Altos Hills, California 94022  
(650) 949-6217  
Email: [employment@fhda.edu](mailto:employment@fhda.edu)  
<http://www.fhda.edu>