

GROUNDS OPERATIONS MANAGER**DEFINITION**

Under direction manages, supervises, and coordinates the operations and activities related to the districts Grounds Maintenance and Athletic Field Maintenance at Modesto Junior College; plans and administers college policies and procedures related to the coordination, supervision, care and maintenance of programs and activities related to grounds maintenance and athletic field maintenance. Organizes, directs and manages the Modesto grounds staff, grounds operations and activities related to the campus maintenance, and perform other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Senior Director and Director of Facilities Planning, Maintenance Transportation.

Provides direct and indirect supervision to Modesto grounds maintenance personnel, student workers, and short-term contract employees as assigned.

Incumbents work within a broad framework of standard procedures, objectives, safety, and regulations.

ESSENTIAL DUTIES

- Manage, lead, plan, supervise, organize, coordinate, and direct the operations and activities related to the district's grounds maintenance operations; plan and administer procedures related to the care and cleanliness of campus grounds and building perimeters, and support of campus events and activities.
- Manage and coordinate work activities between all Modesto grounds maintenance personnel, department units, contractors, and other campus groups through oral and written communications; prepare work dealing with grounds maintenance equipment; inspects all work in progress and/or upon completion and inspects work performed and resolve deficiencies as needed.
- Communicate and maintain effective work relationships with other administrators, personnel, and contractors to coordinate activities and programs, resolve issues, conflicts, and exchanges information. Recommend improved methods and changes as appropriate.
- Develop specifications for work to be completed in collaboration with the Director or Senior Director, participate in meetings, committees and the development of tasks and planning. Participate and assist with scheduled maintenance projects as assigned.
- Assists with coordination and project management on small to medium projects related to the development of an outdoor area for public use.
- Develop work schedules; schedule overtime assignments; plan work activities; inspect work; recommend improved methods and changes, as appropriate.
- Supervise, train and evaluate personnel; supervise staff training for grounds maintenance operations; prepare evaluation reports; review and discuss staff requirements and performance with employees.
- Prepare and manage regulatory reports relating to grounds maintenance, including inclement weather response and the emergency preparedness plan for weather events; lead effective safety tailgate meetings with staff.

- Operate a computer and other office equipment as assigned. Operate and maintain work order software and specialized grounds maintenance software including robot software, regulatory report software to support daily operations, including submitting Monthly Summary Pesticide Use Reports to regulatory entities.
- Manage annual grounds maintenance supply orders.
- Manage the grounds maintenance supply inventory and Safety Data Sheets (SDS).
- Researches and recommends major acquisitions, as needed. Tests new grounds maintenance products, materials, and equipment and makes procurement recommendations.
- Perform periodic inspections of exterior spaces for safety hazards, needed repairs and maintenance related to the Modesto grounds maintenance unit.
- Respond to emergency calls related to grounds maintenance operations and campus emergencies as directed.
- Prioritize, supervise, and schedule athletic field preparation activities to include preventative maintenance, aerating, planting, fertilizing, irrigating, and spraying practices and procedures. Obtain quotes and prepare cost estimates for grounds maintenance and renovation projects.
- In collaboration with Facilities Management team, develop and prepare DPR Regulations campus-wide, and athletic plans as assigned.
- Read and interpret complex construction plans, specifications, and blueprints.
- Establishes and maintains sprinkler and irrigation schedules; monitors landscaping for irrigation issues and troubleshoots/resolves problems.
- Assist with the coordination of campus tree work and annual tree work schedules.
- Organizes athletic field preparation, including robotic and manual field painting and overtime setups as needed; operate various grounds maintenance equipment such as mowers, tractors, backhoes, and sweepers.
- Maintain regulatory compliance by renewing the annual Operator Identification Number (OIN) permit with the Stanislaus County Department of Agriculture, coordinating employee pesticide and herbicide safety training, and supporting the annual Pesticide Use Monitoring Inspection with the County Agricultural Department.
- Perform other related duties.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Education and Experience:

- **Education:** Completion of two years of college coursework or industry applicable certifications in grounds maintenance/trades.
- **Experience:** Three years of increasingly responsible experience in facilities or grounds maintenance; including one year in a supervisory or lead experience.

Knowledge of:

- Policies, procedures, equipment, materials and supplies related to grounds maintenance and support for campus events and activities;
- Principles, procedures, methods, materials, equipment, and techniques involved in the purchasing, care, and maintenance of grounds maintenance equipment.

- Scheduling, organization and principals of landscape estimating, quote preparation, methods of estimating costs for grounds maintenance repair;
- General principles of grounds maintenance including athletic field preparation, fire defense, snow removal, and natural landscape maintenance;
- The use of tools, equipment, supplies, practices, and methods associated with the ground's maintenance;
- Principles and practices of employee supervision, including work planning, assignment review and the training of staff in work procedures; methods and practices of efficient use of equipment and personnel
- Applicable safety and health regulations related to grounds maintenance; safe work procedures and practices;
- Computer applications, automated work order systems related to the work and various applicable district software programs.
- Basic principles of procurement, policies, rules and regulations of a community college.
- Turf management, landscaping, horticulture, and irrigation systems.
- Eco-friendly practices (e.g., water conservation, native plantings).
- Landscape/irrigation backflow valves, maintenance, and repairs.

Ability to:

- Plan, organize, and direct a program of grounds maintenance.
- Learn, interpret and successfully apply applicable District regulations, policies, and procedures;
- Maintain the security and confidentiality of specified records and information;
- Safely maintain campus using District policies, procedures, State regulations and Building Code;
- Estimate time and costs in the conduct of comprehensive grounds maintenance operations;
- Manage and supervise assigned staff effectively; make sound hiring decisions by accurately determining the appropriate skills and abilities of prospective employees;
- Maintain a clean and valid commercial driver license;
- Ability to understand, communicate and independently carry out complex in oral and written instructions;
- Ability to identify and treat plant diseases and pest issues.
- Coordinating and manage landscaping projects, seasonal maintenance schedules, and renovations.

Licenses and Certificates:

- When driving a district vehicle, a valid California driver's license and evidence of appropriate automobile insurance based on DMV regulations may be requested.
- Certified Grounds Manager (CGM) – Preferred but not required.
- Irrigation Certification – Preferred but not required.

Special Requirements:

- Within six months of employment, must obtain a Pesticide Applicator Certificate from the California Department of Pesticide Regulation, and must maintain for continued employment.

Physical and Mental Standards:

- **Mobility: ability** to sit for long periods; move about an office, stand occasionally, reach above and below desk level. Ascend and descend ladders, scaffolding, stairs, ramps, and trenches; some heavy physical effort that may include frequent standing, walking, and lifting; may also involve frequent activities requiring full body exertion.
- **Dexterity:** fine manipulation sufficient to operate assigned equipment, various hand tools and or machines.
- **Lifting:** occasional lifting or moving heavy parcels, machines, or equipment of 50 pounds or more.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

TYPICAL WORKING CONDITIONS

- Work generally involves both indoor/outdoor work environments with some exposure to environmental extremes, such as snow, heat, rain, and smoke.
- Work involves working around moving vehicles and equipment, vibration (oscillating movements to the extremities or whole body) while operating equipment, as well as the standard office environment.
- Work will require occasional and infrequent intervals of evening and weekend hours.
- Travel may be required to attend meetings, conferences, and other department needs.

Class Adopted: 07/2026

Class Amended: XX-XX-XX