

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	
JOB DESCRIPTION	

Job Title:	Landscape Coordinator	Range:	33
Date Revised:		Date Approved:	April 8, 2003

PRIMARY PURPOSE

This position is responsible for directing the work of assigned personnel in the care and maintenance of grounds, including landscape improvements of landscaped areas, athletic fields, and facilities and participating in maintenance duties as required.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Directs the work of assigned personnel to assure care and safe condition of grounds and landscaped areas; plans and prioritizes workloads and schedules work; directs the work of outside contractors with grounds and landscaping projects.
2.	Organizes, directs and coordinates various grounds maintenance and gardening services for District grounds and landscaped areas; inspects grounds and landscaped areas to assure compliance with established methods and procedures of grounds maintenance.
3.	Coordinates and performs landscape design activities and the determination of appropriate shrubs, trees and various plants; directs the watering, fertilization and pruning of grounds and landscaped areas.
4.	Supervises and assists in laying out, marking and maintenance of athletic fields; set up equipment and facilities for special events.
5.	Coordinates necessary maintenance and repair of automatic sprinkler systems; assures proper irrigation pressure levels and operation of equipment; reports malfunctions in a timely manner.
6.	Ensures compliance of the safe and proper operation of equipment, materials, tools and chemicals used in groundskeeping activities; plans and organizes safety meetings and maintains related records; provides, maintains and updates written related safety training program.
7.	Purchases appropriate materials and equipment; provides input for policies and procedures for grounds department; prepares and maintains a variety of records and reports related to groundskeeping activities. Prepares specifications for purchase of equipment and supplies.
8.	Operates and maintains a variety of hand and power equipment including trucks, tractors, forklifts, power equipment, gardening and maintenance tools, other grounds maintenance equipment; makes minor repairs or arranges for service as necessary.
9.	Trains and directs the work of assigned personnel; plans and prioritizes workloads and schedules; prepares job specifications and reviews the work of outside contractors with grounds and landscaping projects.
10.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
11.	Performs related duties as assigned.

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OTHER FUNCTIONS

May inspect and ensure safety of walkways and asphalt areas and recommend appropriate course of action.

WORKING RELATIONSHIPS

The Landscape Coordinator maintains frequent contact with various departments and personnel, and outside vendors, contractors and agencies.

EDUCATION AND EXPERIENCE

Required Qualifications

High school diploma or GED

Minimum two (2) years increasingly responsible experience in grounds maintenance work, including experience in a lead capacity

Desirable Qualifications

Completion of college-level coursework in horticulture, pest control or other landscape maintenance subjects and/or training in landscape management.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of District organization, operations, policies and objectives
- Knowledge of methods, tools and materials used in the propagating, cultivating, pruning and maintenance of plants, flowers, shrubs, trees and lawns
- Knowledge of methods of preparing soils for planting
- Knowledge of types of fertilizers and proper usage
- Knowledge of plant diseases and pests common to the area and methods and materials used in eradication and control
- Knowledge of rules and regulations of pesticide application
- Knowledge of record-keeping techniques
- Knowledge of health and safety regulations
- Ability to use assigned methods for control and eradication of plant pests, rodents and weeds
- Ability to supervise and participate in the grounds maintenance and gardening services of District grounds and landscaped areas
- Ability to read, interpret, apply and explain rules, regulations, policies and procedures
- Ability to plan, organize and prioritize work
- Ability to meet schedules and time lines
- Ability to train and direct the work of others
- Ability to understand and follow oral and written directions
- Ability to communicate effectively, both orally and in writing
- Ability to establish and maintain effective working relationships with others
- Ability to work from sketches and blueprints
- Ability to work independently with little direction

SPECIAL REQUIREMENTS

- A valid California's Driver License
- State of California Pesticide License

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TRAINING REQUIREMENTS

Bloodborne Pathogens
Hazard Communication
Hearing Conservation
Industrial Truck/Forklift Certification
Pesticide Safety
Respiratory Protection
Utility Cart Certification

WORKING CONDITIONS

Outdoor environment; subject to adverse weather conditions; subject to frequent lifting (up to 70 lbs. Unassisted), standing, bending, carrying, pushing and pulling; exposure to high levels of noise from equipment; exposure to hazardous chemicals and materials as well as various insects. May be required to wear a respirator or other safety equipment in execution of duties.
