

<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b>
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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.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
12.	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.

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## **WORKING RELATIONSHIPS**

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

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## **EDUCATION AND EXPERIENCE**

### Minimum Qualifications

High school diploma or GED

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

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

### Desirable Qualifications

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

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

## **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

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**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

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**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.

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