BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Grounds Supervisor

DEPARTMENT: Physical Plant

FUNCTION: Performing all ground keeping tasks and supervises the Groundskeeper’s work activities and performs daily inspections to ensure work and safety standards are maintained.

REPORTS TO: Manager of Facilities and Operations

SUPERVISES: Senior Groundskeepers, Groundskeepers

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Supervises, plans and schedules the Groundskeeper’s work activities and performs daily inspections of the grounds, walks, roads and parking lots.
2. Directs, trains and works with grounds crew in order to accomplish objectives efficiently and safely. Ensures that all safety procedures are followed and that all equipment is operated properly.
3. Requisitions and maintains adequate supplies, tools and equipment needed to implement the grounds program; inspects equipment and reports repair needs.
4. Responsible for exhibiting proficiency in the use of all grounds equipment and responsible for the care and maintenance of grounds equipment.
5. Maintains daily records of attendance, work completed, inspections, injuries, critical incidents, supplies and tools issued.
6. Performs grounds maintenance including mowing, fertilization, aeration, irrigation, care of all plantings, leaf collection, litter pickup, week control, and landscape bed maintenance. Maintains athletic fields, areas of water, fencing, gates, stanchions and traffic signage. Applies pesticides as needed.
7. Assists in implementing the College’s Stormwater Pollution Prevention Plan by removing debris in storm water catch basins, drains, etc. Sees that outside trash receptacles are emptied regularly.
8. Coordinates and assists the supervision of snow removal and salting operations. Assists in the oversight of grounds related contractors insuring that desired standards are met.
9. Responsible for completion of work orders such as coordinating pickup and delivery of materials both off and on campus.
10. Performs additional tasks or duties as assigned by the Manager of Facilities or other
MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Leadership
- Managing People
- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: Associate Degree with an emphasis on Horticulture, Turf, Grass or equivalent is required.

Experience: Minimum 3 years experience in turf and grounds maintenance and supervision people; New Jersey Pesticide Licensed preferred.

Other: In addition, must:

- Have a valid New Jersey driver’s license.
- Be capable of labor intensive work (lifting 90 lbs., planting trees, etc.)
- Be able to bend and kneel.
- Read, write, and speak English and understand material data sheets.
- Be able to climb stairs and ladders, use hand tools, work in hot and cold temperatures, and wear protective equipment including eye glasses, gloves, hard hat, and coveralls.
- Be able to see small objects, work alone, and twist objects (including but not limited to brooms and brushes).

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.

Submitted by: ___________________ Date: ____________
Name/Title

Approved by: ___________________ Date: ____________
Name/Title
THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE