State College of Florida, Manatee-Sarasota
Job Description

Job Title: Assistant Supervisor of Campus Grounds
Reports to: Supervisor of Campus Grounds
FLSA Status: Non-exempt
Level: 115
Position Class: C9986

Job Summary:
Assists Supervisor in coordinating activities of workers engaged in establishing, maintaining, and enhancing grounds and athletic fields by performing the following duties.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Schedules the work of and provides training when necessary to the Irrigation Technician, Chemical Specialist, Sports Complex Groundskeeper, and 6 Groundskeepers in their daily duties. Coordinates routine and urgent equipment requirement with mechanic. Directs workers engaged in ground maintenance activities, such as mowing lawns, trimming hedges, removing weeds, and raking and disposing of leaves and refuse.

2. Directs crew for early morning policing of grounds and parking lots.

3. Directs workers performing service work and work orders as requested, including moving furniture and unloading and storing supplies.

4. Requisitions tools, equipment, and supplies. Obtains estimates for plantings.

5. Assists with the maintenance of the irrigation systems. Reads drawings to determine routing of irrigation systems for troubleshooting and for extending irrigation coverage. Inspects work for conformance to plans on the large contracted out irrigation projects.

6. With the Sports Complex Groundskeeper, inspects the athletic fields every few days checking for signs of insects or disease and other types of turf damage or deterioration. Fills in when Sports Groundskeeper is on leave.
7. Assists with Preventative Maintenance scheduling for golf carts and equipment.

8. Maintains time and production records. Processes time cards and leave slips in the absence of the supervisor.


**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  High school diploma or general education degree (GED) and three or more years of related experience.

- **Supervisory Experience:**
  Assists Supervisor in managing employees in the Grounds Department.

- **Language Ability:**
  Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of organization.

- **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

- **Reasoning Ability:**
  Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram/chart form. Ability to deal with problems involving several concrete variables in standardized situations.

- **Computer Skills:**
  To perform this job successfully, an individual should have basic knowledge of word processing and internet software. Within three months of hire must be able to use college e-mail, internet and other college required software.

- **Certificates and Licenses:**
  Must have current Limited Lawn and Ornamental License, and Commercial Ornamental and Turf License for restricted use pesticides for the State of Florida or be able to obtain both licenses within 6 months of being hired.

  Valid Florida Driver’s License.
Responsibility for People and Property:
This position is responsible for six people and the equipment used in performance of the duties.

Responsibility for Communication:
- **Internal Contacts:**
  This position has frequent contact with State College of Florida, Manatee-Sarasota staff.

- **External Contacts:**
  This position has frequent contact with State College of Florida, Manatee-Sarasota students.

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions. The employee is frequently exposed to work near moving mechanical parts. The employee is occasionally exposed to work in high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock and vibration.

The noise level in the work environment is usually loud.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, use manual dexterity and reach with hands and arms. The employee is frequently required to walk and stoop, kneel, crouch or crawl. The employee is occasionally required to sit, climb, or balance. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, color vision and ability to adjust focus.

General Performance Standards and Expectations:
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. **Mission and goals:** Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. **Customer Service:** All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. **Grooming and Appearance:** State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.
4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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