

Grounds Maintenance Coordinator



General Summary of Classification:

Coordinates and oversees contracted service providers responsible for routine landscaping and grounds maintenance, snow removal, arbor care, stormwater drain systems maintenance and repair, and other seasonal activities at County government complexes and various other County owned facilities and sites; coordinates landscaping and grounds maintenance with inmate rehabilitation program managers in the Sheriff's Office; provides required oversight during service contractors' weed and pesticide applications; performs site inspections and prepares documents and reports related to environmental compliance and/or issues in accordance with regulatory requirements and permits; performs other duties as assigned.

Examples of Primary Tasks, Duties and Responsibilities (TDR):

NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.

- Ensures the landscaping and grounds at designated County properties are maintained in safe accessible condition and neat appearance year-round by coordinating and overseeing various County and contracted resources to perform necessary maintenance, repair and seasonal work, includes preparing all related and required documentation;
- Accurately prepares, monitors and maintains various detailed paper and electronic records related to maintenance, service and repair schedules, work orders, supplies, etc., and prepares related reports as assigned;
- Inspects onsite stormwater structures and BMPs; coordinates with contracted services providers to handle identified maintenance and repair issues; oversees contracted service providers' work including inspections, maintenance and repair of onsite stormwater structures and BMPs; prepares related documentation required by regulatory requirements/permits;
- May be required to proficiently perform various types of grounds care and maintenance duties such as mowing, trimming, edging, weeding, pruning, planting, mulching, removal of debris, snow and ice, etc. and safely use a wide variety of hand and power tools and equipment necessary to perform grounds care duties such as various types of mowers, weed eaters, trimmers, edgers, various types of blowers, utility vehicles, trailers, etc.;
- Performs other duties as assigned.

Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Sound working knowledge of equipment and practices used in routine landscaping and grounds maintenance, snow removal, arbor care, stormwater drain systems maintenance and repair, irrigation systems, and various landscaping/groundskeeping related seasonal activities; use and application of fertilizers, herbicide and pesticide chemicals; and regulatory requirements related to assigned job duties.
- **Technical:** Sound computer skills with the ability to use computer and typical business software, proprietary software and applications, and various wireless technologies and peripherals for communications and to complete assigned tasks.
- **Interpersonal, Communication and Customer Service:** Experience developing and maintaining sound working relationships, including communicating clearly, accurately and professionally, with contracted services providers, all levels of County staff, contractors and other relevant stakeholders; excellent collaborative skills with an ability work independently and as part of a team; excellent time management skills to effectively direct the activities of assigned contract service providers; excellent attention to detail and customer service skills; tact; and courtesy.
- **Decision-making and Authority:** Oversees, collaborates with, directs and coordinates contract service providers, Sheriff's Office program managers; manages competing priorities and ensures site needs are met, includes determining when to perform grounds care or maintenance needed rather than delegating to a contracted service provider; manages site maintenance, repair and seasonal activities and related purchases and expenses within an approved budget.
- **Leadership:** Serves as the primary point of contact and County representative; provides day-to-day oversight of contracted service providers and the condition of assigned facilities' grounds.
- **Environment:** Works in an office environment and a wide array of indoor and outdoor locations and weather conditions.
- **Physical:** Visual and hearing acuity sufficient to safely perform site inspections, oversee work performed, collaborate effectively with contractors. Physical ability sufficient to safely perform assigned duties in a wide array of duty-related locations including in adverse and extreme weather conditions and to safely traverse various types of terrain as needed.

Minimum Education and Experience:

Education: Graduation from high school/GED, with coursework or training in grounds or landscaping management preferred;

Experience: Five (5) years of relevant work experience, with previous contractor management experience preferred;

OR: Any equivalent combination of experience and training which provides the necessary knowledge, skills and abilities.

Other Requirements (License, Certifications, Training, etc.):

- Valid driver's license with a safe driving record to perform assigned duties at various locations Countywide.
- May be designated essential personnel and may be required to work a flexible or on-call schedule.
- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of NIMS ICS 700. Additional NIMS ICS training courses may be required.

NOTE: This is a class specification and not an individualized position description. A class specification defines the general nature and scope of duties and responsibilities of positions in a job classification Class specs are not intended to describe and does not list all of the job duties and responsibilities that may be assigned to a specific position in a job classification.