



## Job Description

<b>Job Title:</b>	Grounds and Site Coordinator	<b>Grade:</b>	I
<b>Department:</b>	Facilities Services	<b>FLSA:</b>	Non-Exempt

*The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.*

### **General Function:**

This position has college-wide responsibility for monitoring, coordination, and providing quality assurance of CFMC service provider's performance relating to the grounds management operation. Performs a variety of para-professional and administrative tasks to monitor, coordinate, and maintain records on site-related local, state, and federal regulatory compliance of all CPCC campuses.

### **Characteristic Duties and Responsibilities:**

1. Conducts college-wide quality control inspections and assurance audits of CFMC grounds management operations. Generates audits reports, initiates work orders, provides constructive feedback, and ensures CFMC service provider's follow-up to resolves customer service issues.
2. Acts as CPCC's liaison with CFMC service provider and outside vendors by monitoring performance of landscaping project work, mowing schedules, tree maintenance, snow and ice removal, refuse removal, lawn irrigation, leaf removal, etc. Provides feedback to CFMC Administrator to maintain grounds and landscaping quality standards.
3. Conducts routine grounds quality assurance audits of college-wide facilities and generates written reports of field observations with photo documentation. Provides recommendations to CFMC service provider for corrective action to maintain compliance with CFMC performance standards.
4. Performs a variety of para-professionals tasks relating to CFMC work order requests, P-card utilization/reconciliation, review/approval of vendor invoices, and scheduling vendor services to the college.
5. Responsible for maintaining the college's compliance with local, state, and federal regulatory requirements for site-related issues including, but not limited to, storm water management, erosion control, tree ordinance, OSHA, chemical usage. Monitors, tracks, and maintains records on annual regulatory inspections, permitting and documentation requirements.
6. Responsible for monitoring, tracking, reporting, record keeping for environmental programs and initiatives relating to site design, maintenance, and operations.
7. Coordinates with CFMC service provider and internal/external stakeholders on college-wide special events and enterprise operations to ensure responsive and timely grounds/site support.
8. Other duties as assigned.



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### **Reporting Relationships:**

**Direction Received:** Reports to the CFMC Administrator

**Direction Given:** No Authority or responsibility for the supervision of other CPCC employees.  
(Responsible for direct coordination and evaluation of work performance by CFMC service provider's grounds management team.)

### **Minimum Requirements:**

Associate's Degree from a regionally accredited institution in Horticulture or related field plus 5 years' work experience in a similar position. Some technical training related to facilities operations and project coordination is preferred. Arborist Certification is preferred. A valid NC Driver's license is required.

### **Knowledge, Skills, Abilities and Worker Characteristics:**

Knowledge of grounds management operations and commercial landscaping best practices  
Advanced knowledge of commercial landscape, hardscape, and tree installation and care  
Knowledge of the college's CFMC contract provisions, policies, and procedures  
Knowledge of local, state and federal requirements for site-related regulatory compliance  
Knowledge of pesticide usage and safety regulations  
Ability to coordinate, monitor, and evaluate the work of outside contracted service providers  
Knowledge of standard office procedures and use of portable electronic devices  
Proficiency in MS Office products  
Strong organizational and problem solving skills  
Good communication skills, verbal and written  
Knowledge of basic purchasing, accounting, and recordkeeping techniques

### **Working Conditions:**

Typical Office Environment



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