Job Description

Job Title:	Grounds and Site Coordinator	**Grade:**	I
Department:	Facilities Services	**FLSA:**	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 all issues relating to grounds maintenance and site related regulatory compliance.

Characteristic Duties and Responsibilities:

1. Provides quality assurance for CFMC grounds and site work including but not limited to mowing, plant materials, and tree maintenance.
2. Responsible for compliance with regulatory requirements for grounds related issues including but not limited to storm water management, erosion control, tree ordinance, OSHA regulations, chemical treatment.
3. Responsible for environmental programs and initiatives relating to site design and maintenance.
4. Establishes irrigation schedules.
5. Responsible for the inventory of grounds and related CPCC equipment.
6. Coordinates special events with sponsoring departments, CFMC Service Provider, Campus Security and other groups as required.
7. Other duties as assigned.

Reporting Relationships:

Direction Received: Reports to the CFMC Administrator

Direction Given: No Authority or responsibility for the supervision of other employees

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. July 2012

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Minimum Requirements:

Associate's Degree from a regionally accredited institution in Horticulture or related and 5 years' experience in a similar position. Current licensed in Pesticide and Certified Arborist is required.

Knowledge, Skills, Abilities and Worker Characteristics:

Demonstrated experience with environmental programs
Proficiency with office automation tools and facilities management systems
Ability to interact and negotiate with local and state regulatory compliance
Excellent Leadership skills
Superior Communication skills

Working Conditions:

Typical Office Environment

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