

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: LEAD GROUNDS MAINTENANCE WORKER

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction of the Director of Maintenance and Operations, plan, organize, train, assign duties and provide work direction to assigned grounds maintenance personnel to provide turf and landscape maintenance operations including landscape design and construction; design, install, repair and maintain irrigation systems; assist with water needs and consumption; perform minor to major maintenance and repair to District vehicles and equipment; perform a variety of grounds maintenance duties on District grounds such as mowing, trimming, watering and cleaning landscaped areas; direct and participate in the application of chemicals, such as, fertilizers, pesticides and herbicides; provide input for performance evaluations of assigned personnel.

REPRESENTATIVE DUTIES:

Plan and organize turf and landscape maintenance operations; plan, assign duties and provide work direction to assigned grounds maintenance personnel and student workers; provide monthly training to grounds personnel relating to job skills, development and safety; provide input and assist with the performance evaluation of staff. *E*

Confer with contractors and other outside agencies to plan, design and oversee landscape and irrigation projects in progress; coordinate projects to assure minimal disruption or interference with classroom and other District activities and to assure maximum safety of students, employees and the general public. *E*

Direct and participate in the selection and planting of plants and foliage, shrubs, flowers, trees, ground cover, turf and other items; design plans for areas to be landscaped or replanted to benefit the overall visual concept of the college. *E*

Design, install, repair and maintain irrigation systems, including sprinkler systems, valves, and controllers (including electronically controlled devices); direct water conservation efforts through proper and efficient irrigation methods, equipment use and drought-resistant plant selection; water landscaped areas including lawns, shrubs and trees using sprinkler systems and hand watering; set and re-set irrigation system clocks as necessary. *E*

Participate and provide information related to safety and training; assure compliance with safety precautions and requirements and assure equipment is accessible; maintain related safety records, such as chemical application records; oversee sanitizing of respiratory protective equipment and maintenance of related records. *E*

Assist with grounds budget preparation; requisition grounds maintenance supplies and

equipment; submit to appropriate personnel for approval and signature. *E*

Perform minor to major maintenance and repair to District vehicles, tractors, large riding mowers, blowers, edgers and other grounds maintenance equipment; replace alternators, water pumps, brakes, tires, filters and fluids; perform tune-ups and general maintenance and servicing; perform welding and fabrication as needed; weld mufflers on trucks and tractors. *E*

Remove and replace drive line and gear assembly units on mowers; replace bearing units, belts, and hydraulic pumps and lines on mowers, backhoe, and skip loader. *E*

Maintain and mow lawns; trim and prune shrubs, hedges and trees; edge lawns and borders; rake leaves and hoe and remove weeds. *E*

Operate a variety of grounds maintenance equipment and machinery including trucks, lift truck, tractor, backhoe, mowers, edgers, blowers, cultivators, vacuums, forklifts, boom truck and lift bucket, chain saws, aerator, sprayers and weed eaters; maintain tools and equipment in proper working order. *E*

Plan, coordinate, direct and participate in major chemical sprays and the routine spray schedule; determine types and amounts of chemicals and pesticides to apply and area to be sprayed; direct and participate in the preparation and fertilization of soil and in the application of fertilizers, pesticides and herbicides to lawns, flowers, shrubs and trees according to Department of Pesticide regulations; maintain related records, including MSDS records, material safety data sheets for all chemicals in inventory, and monthly reports on pesticide usage; utilize moon suits, full-face respirators, safety goggles, rubber gloves, masks, boots and other safety equipment as required. *E*

Remove paper trash and other debris from grounds; sweep and blow walkways, driveways and parking areas. *E*

Coordinate the preparation, dragging, marking and maintenance of athletic fields and related facilities. *E*

Set up forms, pour and finish concrete and asphalt for sidewalks and parking lots. *E*

Install and repair fencing. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Soil and turf management.

Landscape design and construction.

Principles of training and providing work direction.
Proper health and safety requirements for assigned activities.
Herbicides, pesticides and other chemicals used in grounds maintenance.
Proper operation of heavy grounds equipment.
Design, maintenance and repair of irrigation systems, including electronically controlled systems.
Basic grounds maintenance procedures including mowing, edging, raking and weeding.
Methods, equipment and materials used in a variety of grounds maintenance, such as irrigation system installation, maintenance and repair, chemical control of insects, pests and weeds and general grounds maintenance.
Proper methods and procedures related to forming, pouring and finishing concrete and asphalt.
Cultivating, watering, fertilizing and spraying of trees, grass, shrubs and flowers.
General health and safety procedures related to grounds maintenance, power equipment and toxic chemical applications.
Requirements of maintaining campus in a safe, clean and orderly condition.
Basic record-keeping related to work performed.
Operation and maintenance of hand and power tools and equipment used in groundskeeping.

ABILITY TO:

Train and provide work direction to grounds maintenance staff and assist in the performance appraisal of grounds maintenance personnel.
Perform a variety of advanced grounds maintenance duties, such as irrigation system design, maintenance and repair, and chemical application of insecticides and pesticides.
Perform skilled grounds maintenance including mowing, edging, raking, trimming and weeding.
Prepare and maintain records of grounds maintenance activities.
Form, pour and finish concrete and asphalt.
Design, maintain and repair sprinkler systems, including electronically controlled systems.
Use assigned methods for the control and eradication of pests, insects and weeds.
Operate, repair and maintain a variety of grounds maintenance machines, equipment and power and hand tools.
Assure the compliance with appropriate safety precautions and procedures.
Understand and follow oral and written instructions.
Observe legal and defensive driving practices.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years grounds maintenance, landscaping or irrigation experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; California Pesticide Applicators Certificate B for applying pesticides; valid Lift Truck Certificate.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Discloser:

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. 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.

Outdoor Environment:

Position requires heavy physical labor, bending at the waist, walking over rough or uneven surfaces, stretching, pushing, pulling, lifting, carrying, standing and walking for long periods, dexterity of hands and fingers to operate equipment, hand and power tools, and driving from site to site to conduct work.

While performing the duties of this job, the employee is regularly exposed to an outdoor environment including extreme weather conditions and noise from equipment operation. The employee is frequently exposed to moving mechanical parts, pesticide and herbicide chemicals, fumes from vehicle and equipment operation, dust, dirt, oil/grease, gases, and pollen.