

## VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

### **CLASS TITLE: GROUNDS MAINTENANCE WORKER**

### **FLSA STATUS: NONEXEMPT**

### **BASIC FUNCTION:**

Under the direction of an area administrator, perform a variety of grounds maintenance duties on District grounds such as mowing, trimming, watering and cleaning landscaped areas; operate a variety of power equipment and tools; design, install, maintain and repair irrigation systems and system controllers; prepare and apply fertilizers, herbicides and other chemicals according to current regulations and safety practices; prepare athletic fields for games, practice and classes; assist maintenance workers as needed.

### **REPRESENTATIVE DUTIES:**

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

Plant lawns, trees, shrubs, hedges and flowers. *E*

Design, install, repair and maintain irrigation systems, including sprinkler systems, valves and controllers; water landscaped areas including lawns, shrubs and trees using sprinkler systems and hand watering; set and re-set irrigation system clocks as necessary, including electronically controlled devices. *E*

Prepare and apply fertilizers, pesticides and herbicides to soil, lawns, flowers, shrubs and trees in accordance with district, state and federal regulations; maintain related records; utilize moon suits, full-face respirators, safety goggles, rubber gloves, masks, boots and other safety equipment as required. *E*

Drive a District vehicle; deliver mail to various District locations; load trucks with trimmings and trash, transport, unload as assigned or according to established procedures. *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*

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

In accordance with current safety standards and procedures, operate, a variety of grounds

maintenance equipment and machinery including trucks, tractor, backhoe, mowers, edgers, blowers, cultivators, vacuums, forklifts, boom truck and lift bucket, chain saws, aerator, sprayers and weed eaters; in accordance with current safety standards and procedures, maintain tools and equipment in proper working order. *E*

Move and arrange bleachers, furniture and equipment for special events; deliver tables and chairs to classrooms. *E*

Assist maintenance workers as needed in various areas of maintenance, such as plumbing, concrete and masonry, and electrical; set up forms and prepare areas for pouring concrete; pour concrete and asphalt and perform finishing work for sidewalks and parking lots.

Prepare, drag, mark and maintain athletic fields and related facilities.

Install and repair fencing.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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.

Regulations, rules and procedures pertaining to preparation and application of fertilizers and other chemicals.

Design, installation, maintenance and repair of irrigation systems, including electronically controlled systems.

Proper methods and procedures related to forming, pouring and finishing concrete and asphalt.

Mowing, edging and other basic grounds maintenance procedures.

Cultivating, watering, fertilizing and spraying of trees, grass, shrubs and flowers.

Current health and safety procedures related to grounds maintenance.

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:**

Perform a variety of grounds maintenance duties, such as irrigation system design, installation, maintenance and repair

Prepare and apply fertilizers and other chemicals in accordance with district, state and federal rules and regulations.

Perform grounds maintenance including mowing, edging, raking, trimming and weeding.  
Form, pour and finish concrete and asphalt.  
Design, install, maintain and repair irrigation systems and controllers.  
Use assigned methods for the spraying, control and eradication of pests, insects and weeds.  
Operate, maintain and repair a variety of grounds maintenance machines, equipment and power and hand tools.  
Comply with safety current precautions and procedures.  
Understand and follow oral and written instructions.  
Read, understand and implement directions for proper operation and use of equipment, tools and chemicals.  
Observe legal and defensive driving practices.  
Assist maintenance workers as needed in various areas of maintenance.

**EDUCATION AND EXPERIENCE:**

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

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING ENVIORNMENT 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.