



Approved by the Board of Trustees on September 12, 2023

FLSA: Non-Exempt

## **GROUNDSKEEPER**

### **DEFINITION**

Under general supervision, performs a variety of grounds maintenance duties on District grounds such as mowing, trimming, watering and cleaning landscaped areas; operates a variety of power equipment and tools; designs, installs, maintains and repairs irrigation systems; prepares and applies fertilizers, herbicides and other chemicals according to current regulations and safety practices; prepares athletic fields; and performs related duties, as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

Initially under close supervision, incumbents learn and perform routine grounds maintenance support duties. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS**

Management reserves the right to make reasonable accommodations so that qualified employees with verified medical conditions can perform the essential functions of the job.

- Maintains and mows lawns; trims and prunes shrubs, hedges, and trees; edges lawns and borders; rakes leaves, and hoes to remove weeds; plants lawns, trees, shrubs, hedges, and flowers.
- Installs, repairs, and maintains irrigation systems, including sprinkler systems, valves, and controllers; waters landscaped areas including lawns, shrubs and trees using sprinkler systems and hand watering; sets and re-sets irrigation system clocks as necessary, including electronically controlled devices.
- Prepares and applies fertilizers, pesticides, and herbicides to soil, lawns, flowers, shrubs, and trees in accordance with mandated regulations.
- Prepares, drags, marks, and maintains athletic fields and related facilities; installs and repairs fencing.
- Drives a District vehicle to various locations; loads trucks with trimmings and trash; transports and unloads trucks according to established procedures.
- Removes paper, trash, and other debris from grounds; sweeps, and blows, walkways, driveways, and parking areas.
- Operates 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; maintains tools and equipment in proper working order.
- Maintains logs, files and records of work performed.
- Moves and arranges bleachers, furniture, and equipment for special events; delivers tables and chairs to classrooms.
- Assists maintenance workers as needed in various areas of maintenance, such as plumbing, concrete and masonry, and electrical work; sets up forms and prepares areas for pouring concrete; pours concrete

- and asphalt including finishing work for sidewalks and parking lots.
- Works productively and cooperatively with others by demonstrating respect, patience, and equitable treatment of all internal and external customers.
- Observes and complies with District and mandated safety rules, regulations, and protocols.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Grounds maintenance procedures including mowing, edging, raking, and weeding.
- Methods, equipment, and materials used in grounds maintenances including the application of chemicals to control insects, pests and weeds and general grounds maintenance.
- Regulations, rules, and procedures pertaining to preparation and application of fertilizers and other chemicals.
- Operational characteristics of a diverse range of grounds maintenance vehicles, equipment, and tools.
- Methods and techniques used in the installation, maintenance, and repair of irrigation systems, including electronically controlled systems.
- Methods and techniques of cultivating, watering, fertilizing and spraying trees, grass, shrubs, and flowers.
- Principles and practice of record-keeping.
- Proper methods and procedures related to forming, pouring, and finishing concrete and asphalt.
- District and mandated safety rules, regulations, and protocols.
- Techniques of providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, physical ability, and sexual orientation.
- The structure and content of the English language to effectively perform the work.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Perform a variety of grounds maintenance duties, such as irrigation system installation, maintenance, and repair.
- Prepare and apply fertilizers and other chemicals in accordance with District and mandated rules and regulations.
- Perform grounds maintenance including mowing, edging, raking, trimming, and weeding.
- 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.
- 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.
- Understand and follow oral and written instructions.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing.
- Demonstrate sensitivity to, and understanding of, the diverse academic, socio-economic, ethnic,

- religious, and cultural backgrounds of community college students.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Education

- Equivalent to completion of the twelfth (12<sup>th</sup>) grade.

Experience:

- Prior grounds maintenance experience is desirable.

**Licenses and Certifications:**

- Possession of a valid California Driver's License, to be maintained throughout employment.

**PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to operate varied hand and power tools and equipment, and to operate a motor vehicle and visit various District sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

**ENVIRONMENTAL CONDITIONS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.