



Approved by the Board of Trustees on September 12, 2023
FLSA: Non-Exempt

SENIOR GROUNDSKEEPER

DEFINITION

Under direction, plans, organizes, trains, assigns and participates in the work of assigned grounds maintenance staff to provide turf and landscape maintenance operations including landscape design and construction; designs, installs, repairs and maintains irrigation systems; assists with water needs and consumption; performs minor to major maintenance and repair to District vehicles and equipment; performs a variety of grounds maintenance duties on District grounds such as mowing, trimming, watering and cleaning landscaped areas; directs and participates in the application of chemicals, such as, fertilizers, pesticides and herbicides; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned management and supervisory personnel. Exercises technical and functional direction over, and provides training to, assigned staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the advanced level classification in the Groundskeeper series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to ensure high quality work is completed in a timely manner. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

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.

- Plans, organizes, trains, assigns, reviews, and participates in the work of staff assigned to grounds and landscape maintenance operations.
- Performs a variety of grounds maintenance duties such as mowing lawns, trimming and pruning shrubs, hedges, and trees; edges lawns and borders; rakes leaves, and hoes and removes weeds.
- Plans, directs, oversees and participates in the regular application of chemicals, such as, fertilizers, pesticides and herbicides, and in major chemical spray projects; determines types and amounts of chemicals and pesticides to apply and area to be sprayed; directs and participates in the preparation and application of fertilizers to lawns, flowers, shrubs and trees according to mandated regulations; maintains related records, including material safety data sheets (MSDS) for all chemicals in inventory; prepares monthly reports on pesticide usage.
- Confers with contractors and other outside agencies to plan, design, and oversee landscape and irrigation projects in progress; coordinates 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.
- Oversees and participates in the selection and planting of plants and foliage, shrubs, flowers, trees, ground cover, turf, and other items; designs plans for areas to be landscaped or replanted to benefit the overall visual concept of the District.
- Designs, installs, repairs, and maintains irrigation systems, including sprinkler systems, valves, and

controllers (including electronically controlled devices); directs water conservation efforts through proper and efficient irrigation methods, equipment use and drought-resistant plant selection; waters landscaped areas including lawns, shrubs and trees using sprinkler systems and hand watering; sets and re-sets irrigation system clocks as necessary.

- Participates and provides information related to safety and training; assures compliance with safety precautions and requirements; maintains related safety records, such as chemical application logs; oversees the sanitizing of respiratory protective equipment.
- Assists with grounds budget preparation; requisitions grounds maintenance supplies and equipment; submits to appropriate personnel for approval and signature.
- 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.
- Operates 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; maintains tools and equipment in proper working order.
- Coordinates the preparation, dragging, marking and maintenance of athletic fields and related facilities.
- Works productively and cooperatively with others by demonstrating respect, patience, and equitable treatment of all internal and external customers.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operations and services of a comprehensive grounds maintenance program including soil and turf management requirements.
- Principles of providing functional direction and training.
- Proper use and application of herbicides, pesticides and other chemicals used in grounds maintenance.
- Methods and techniques used in the design, maintenance, and repair of irrigation systems, including electronically controlled systems.
- Operational characteristics of tools and equipment used in grounds maintenance, including those related to herbicide and pesticide applications.
- Proper methods and procedures related to forming, pouring, and finishing concrete and asphalt.
- Methods and techniques of cultivating, watering, fertilizing and spraying trees, grass, shrubs, and flowers.
- Principles and practices of record keeping.
- 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:

- Plan, assign, oversee and participate in the work of assigned grounds maintenance staff.
- 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.
- Understand and follow oral and written instructions.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- 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 (12th) grade.

Experience:

- Four (4) years grounds of increasingly responsible experience in grounds and landscape care and maintenance, including irrigation system installation, maintenance, and repair.

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, confining workspace, 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.