

DATE: APRIL 2024

FLSA: NON-EXEMPT

SALARY: GRADE E

CBA DESIGNATION: CLASSIFIED BARAGINING UNIT

GROUNDSKEEPER

BASIC FUNCTION

Performs routine maintenance and basic gardening in the care of District grounds; operates a variety of grounds maintenance hand and power equipment involved in the maintenance, modification, repair, and operation of District grounds including trees, shrubs, flowerbeds, lawns, and medians; prunes plants and bushes; applies herbicides and pesticides according to established procedures.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

CLASS CHARACTERISTICS

This classification in the Groundskeeper series is responsible for independently performing the full range of duties as assigned, working independently, and exercising judgment and initiative. Employees at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Performs a variety of grounds maintenance duties in the beautification of assigned grounds; mows turf areas and plants; prunes, sprays, fertilizes, and irrigates flowers, trees, grass, and shrubs; hoes and pulls weeds and rakes leaves; edges walkways; sweeps, picks up, and disposes of cuttings, branches, leaves, and other debris following assigned tasks.
2. Operates a variety of grounds maintenance equipment to fill, level, roll, and prepare grounds for planting, such as various hand tools, edgers, line trimmers, blowers, hedge shears, chain saws, riding and push mowers, sprayers, rototillers, aerators, skip loaders, dump trucks, forklifts, and vehicles; mows assigned lawn areas utilizing appropriate equipment.
3. Transports sand, dirt, fertilizer, fuel, pesticides, tools, equipment, and other materials to and from various sites as directed; spreads fertilizer, sand, soil, mulch, and other materials utilizing appropriate equipment.
4. Empties all outside trash containers, maintains/cleans campus and parking lots of loose trash, maintains trash collection areas free of debris, and safely operates trash compactors and bailers.
5. Applies pest control methods to prevent and eradicate weeds, insects, and other pests/rodents according to established procedures as assigned; performs weed abatement.
6. Performs minor preventive maintenance and minor repairs on grounds equipment; checks fluids and ensures proper lubrication of equipment; defers regular maintenance and repairs to the mechanic.
7. Performs a variety of duties in removing litter and trash from landscape areas; blows, sweeps, and removes debris from exterior hardscape areas.
8. Checks assigned grounds for irrigation problems and performs minor repairs.
9. Observes safe work methods and makes appropriate use of related safety equipment as required.
10. Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday; performs event setup.
11. Participates in District-provided in-service training programs.
12. Performs other related duties as assigned; specific duties not listed does not exclude them for this

classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. Basic gardening procedures.
2. Principles, practices, methods, equipment, materials, and tools used in grounds maintenance.
3. Methods and techniques for cultivating, fertilizing, watering, and spraying of flowers, trees, and shrubs.
4. Safe operation and routine maintenance of power and hand tools used in grounds maintenance.
5. Proper use and application of a variety of pesticides, herbicides, and fertilizers.
6. Occupational hazards and safety equipment and practices related to the work.
7. Safe work practices, including safe driving rules and practices.
8. Basic arithmetic.

Ability to:

1. Perform a variety of grounds maintenance duties in the beautification of assigned grounds.
2. Skillfully and safely operate a variety of power and hand tools used in grounds maintenance.
3. Perform basic preventative maintenance of equipment and tools.
4. Troubleshoot minor maintenance problems and determine materials and supplies required for repairs and projects.
5. Understand and follow oral and written instructions.
6. Maintain accurate records.
7. Make accurate arithmetic calculations.
8. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
9. Communicate effectively in the course of performing work tasks.
10. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
11. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
12. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Education and Experience:

Completion of the twelfth (12th) grade and one (1) year of experience of performing groundskeeping duties; or an equivalent combination of education, training, and/or experience.

Licenses and Certifications:

A valid driver's license and proof of insurability may be required to drive a District or personal vehicle.

PHYSICAL DEMANDS

Must possess mobility to work in the field as well as around various District facilities, to operate a motor vehicle, and drive on surface streets; strength, stamina, and mobility to perform medium to heavy physical work, operate varied hand and power tools and construction equipment; vision to read printed materials

and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves field work requiring frequent walking on lawns, grounds, and medians to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate the above-mentioned tools and equipment. Employees in this classification frequently bend, stoop, kneel, reach, and climb to perform work; lift, move, and/or carry materials and equipment weighing up to 50 pounds, and heavier weights with the use of proper equipment and/or assistance from staff.

The essential functions of this classification must be performed by incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Employees work in the field and/or facilities and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confined workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances, and fumes. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.