



TITLE	CLASSIFICATION	SALARY GRADE
GROUNDSKEEPER I	CLASSIFIED	GRADE: I
BOARD POLICY REFERENCE: 2012/13 Classification Study		Board Approved:

JOB DESCRIPTION:

Under general supervision, performs grounds maintenance and gardening work in keeping with District-wide sustainability efforts; and performs related work as required.

SCOPE:

The Groundskeeper I performs various groundskeeping duties of moderate complexity; assists in training and directing the work of student assistants.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Plants, weeds, rakes and waters college grounds; transplants and mulches as necessary.
2. Prunes annuals, perennials, shrubs and trees using the appropriate techniques according to the plant, location & soil conditions.
3. Appropriately edges, mows, fertilizes lawns, and monitors the watering needs of the grounds; ensures efficient operation of irrigation systems.
4. Sets scheduling of irrigation time clocks for a water-efficient irrigation schedule.
5. Implements landscape improvement/renovation projects using appropriate plants and landscape materials.
6. Calculates amounts and applies pesticides according to industry safety procedures; understands and follows material safety data sheets and labels and required emergency treatments for specific chemicals.
7. Identifies common landscape weeds and other pest issues and applies control measures.
8. Maintains fountains, college pathways and roads; patches pot holes, cleans drains and ditches, and sweeps debris.
9. Uses leaf blowers, turf vacs, other tools or hands to remove trash and debris from grounds.
10. Operates power equipment such as, but not limited to, edger, hedge trimmers, chain saws, and tractor/loaders as necessary.
11. Sets up college stadium and athletic field for sporting events; assists with marking athletic fields.
12. Assists in the custodial maintenance of college stadium including athletic field and bathrooms after events.
13. Performs minor repairs to fences, benches, trash and recycling bins as well as equipment and irrigation sprinklers; installs and maintains drip irrigation systems; may repair impact sprinkler heads in lawn.
14. Assists with the recycling and composting programs.
15. Provides assistance and materials, including floral arrangements, for specials events, meetings and classes.

KEY DUTIES AND RESPONSIBILITIES (Continued):

- 16. May maintain flowers and plant material in lathe house.
- 17. May dispose of dead animals and arrange for rescue of injured animals; performs vector control.
- 18. Directs the work of and trains student assistants.

EMPLOYMENT STANDARDS

ABILITY TO:

Operate hand and power tools used in gardening and groundskeeping work safely; perform skilled grounds maintenance work; perform physical labor; follow and give oral and written instructions; work safely and effectively around the public; plan and prioritize duties using good judgment; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Methods, supplies, equipment and tools used in planting, cultivating, and caring for lawns, shrubs, annuals and perennials, and trees; plant identification and cultivation requirements; plant pest/disease problems; installation and repair of irrigation systems (drip and automatic); computer software programs, including Microsoft Outlook, service request systems and irrigation software; and programming of irrigation time clocks.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Graduation from high school.

Experience:

Demonstrated experience in performing gardening and groundskeeping duties. Experience maintaining large grounds preferred.

LICENSE OR CERTIFICATE:

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.

Preferred: Qualified Applicator Certificate issued by California Department of Pesticide Regulation.

SPECIAL REQUIREMENTS:

Must be able to perform physical activities, such as, but not limited to, lifting heavy items (up to 50 lbs. unassisted), bending, standing, climbing or walking. Frequently required to work under inclement weather conditions. Must be able to work in an environment containing frequent exposure to hazardous chemicals. Must be able to operate a variety of gas powered equipment and sharpen hand tools safely.