



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

GROUNDSKEEPER

A Classified Position
Grade BA – Salary Schedule 70

A. General Statement

The Groundskeeper performs manual labor work at the skilled level involved in the maintenance of landscape and hardscape including plants, shrubs, trees, water features, grounds, parking lots, athletic fields and facilities using appropriate tools and related equipment for a college district. The position requires a broad knowledge of gardening, landscaping, and maintenance and repair of hardscape, as well as knowledge of applicable safety procedures, equipment and supplies. Public contact is primarily with department staff and campus community, but may include vendors and contractors to exchange instructions and other information regarding regular and special projects, set-ups, and other assignments. A moderate degree of independent judgment and creativity is required to plan the procedures required to complete daily and special projects. Consequences of error in judgment could be costly in employee time, safety and materials. A Groundskeeper can direct the work of student assistants and other temporary staff as assigned, and can be assigned to work on call, 24-hours a day, 7-days a week, and on a variety of shifts and locations.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Exchanges information with management and other staff regarding daily and long-range work assignments, special and regular projects, safety procedures, equipment and supplies, use of chemicals, work sites, and other matters
2. Mows, edges, trims, waters and fertilizes lawns, shrubs, plants and trees; plants and cultivates flowers, annuals and trees
3. Cultivates mass plant groups as assigned
4. Prunes trees
5. Weeds planted areas
6. Cleans and maintain fountains
7. Uses common safety techniques, equipment and supplies to assure safe handling of motor and electrical equipment, supplies and chemicals
8. Use proper safety equipment and supplies to climb and handle trees and branches
9. Cultivates, prepares and lines athletic fields for play
10. Grooms athletic artificial turf fields, paints and repairs benches, recreation equipment, tables and fences

11. Operates and maintains power driven equipment such as lawn mowers, lawn edgers, clippers, rototillers, tractors, trucks, sweepers, blowers, and other grounds maintenance equipment as assigned
12. Uses hand tools to work soil and to remove weeds, undergrowth and debris from college grounds and landscaped and hardscaped areas
13. Drive a motor vehicle to pick up and deliver equipment, supplies, debris and other items
14. Uses a variety of non-restricted chemicals to exterminate weeds, insects, rodents, aphids and other pests
15. Rakes leaves and loads and unloads brush, branches, rubbish and materials
16. Cleans drains, culverts, stream beds, pathways, sidewalks
17. Sweeps and maintain parking lots and grounds
18. Installs, relocates and maintains site furnishings
19. Programs, monitors, troubleshoots and repairs irrigation systems and water features
20. Assists in campus evacuations, building lockdowns, flood and spill cleanups, and other emergency preparedness and response actions
21. Paints exterior horizontal surfaces, such as parking lot striping and curbs, as well as unoccupied structures, such as storage sheds and/or containers, and similar assignments
22. Inventories grounds and related equipment and supplies
23. Makes recommendations for and/or executes the purchase or repair of equipment, chemicals, and supplies
24. Performs other related duties as assigned

C. Requirements

1. Graduation from high school
2. Successful gardening and landscaping work experience that has included demonstrated skill in the use of safety procedures, equipment and supplies, including applicable chemicals
3. Skill in the operation of common mechanical and electrical equipment related to gardening, landscaping, and grounds maintenance
4. Demonstrated skill in following oral and written instructions
5. Attention to detail
6. Possession of a valid California Driver's license (or the ability to obtain one) and the ability to drive a motor vehicle on campus and to off-campus locations

OR

An equivalent combination of education and experience

D. Physical/Other Requirements

This position requires work outdoors with exposure to climate changes, chemicals, odors and fumes; bending, stooping, kneeling, climbing ladders and stairs; work on elevated platforms; pushing, pulling, moving moderate to heavy objects; visual comparison; reading and comprehending written and oral instructions and directions; attention to detail; flexibility; adaptability; operating electrical and mechanical equipment; good memory; standing for long periods; walking; interacting with individuals and small groups; and driving a motor vehicle, in order to perform the essential functions.

E. Knowledge, Skills & Abilities

1. Knowledge of general principles of gardening, landscaping and grounds and hardscape maintenance, including plant identification and basic intercultural gardening techniques, equipment and supplies.
2. Knowledge of safety procedures, equipment and supplies applicable to gardening, landscape, hardscape, and grounds maintenance
3. Knowledge and skill in installing, maintaining, and repairing irrigation systems and controls
4. Skill in reading, comprehending and following written materials, instructions, and directions
5. Skill in communicating effectively with people who are diverse in their cultures, language groups and abilities
6. Skill in working effectively as part of a customer service team

7. Skill in safe operation and handling of mechanical and electrical equipment, tools and supplies, including driving of a motor vehicle
8. Exercise good judgment in safeguarding and protecting District and public property
9. Basic understanding of water chemical balance and treatment
10. Ability to perform moderate to heavy physical labor

(3/2015)