



Cañada College ♦ College of San Mateo ♦ Skyline College

## GENERIC POSITION DESCRIPTION

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### LEAD GROUNDSKEEPER

A Classified Position  
Grade DD – Salary Schedule 70

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#### A. General Statement

The Lead Groundskeeper performs manual labor work at the lead, working level. The position involves scheduling, coordinating and participating in the gardening, landscaping, and maintenance of plants, shrubs, trees, grounds, athletic fields and related equipment. Under general supervision, the position requires a working knowledge of all common assignments related to gardening and landscaping; the planting, cultivation, disease identification and prevention, care and maintenance of large areas of diverse plants, trees, turf, grounds, and irrigation systems and controls; as well as knowledge of the applicable safety procedures, chemicals, equipment, and supplies. This position is second in responsibility for the work of grounds crews, and assumes responsibility for grounds operations in the absence of the immediate supervisor. Public contact is extensive and primarily with department staff, but may include vendors and contractors to exchange instructions and other information regarding regular and special projects, purchases, inventory, set-ups, and other assignments. A moderate to high degree of independent judgment and creativity is required to plan, schedule and monitor the work of staff, complete given assignments, and resolve minor and some major problems that arise. Consequences of errors in judgment could be costly in employee time, safety and in materials. A Lead Groundskeeper can direct the work of groundskeepers, student assistants and other staff as assigned.

#### 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 managers, grounds, and maintenance staff regarding daily and long-range projects (e.g. plans and schedules parking lot maintenance and striping, planting renewal, weed abatement, tree trimming), work assignments and staffing needs
2. Meets with grounds and other staff to give instructions, work assignments and directions; provides input to supervisory staff for employee performance evaluations
3. Attends meetings, workshops and other activities to obtain current information
4. Trains grounds and related staff; assists management staff in development of training and work procedures and information
5. Uses a variety of computer software to program and manage computerized irrigation systems, prepare and maintain work schedules, inventory lists, maintenance schedules, and other documentation and written materials

6. Sets-up, reviews and modifies staff work schedules in conjunction with management staff; schedules and modifies work site locations for staff in order to most effectively deploy grounds crew members
7. Leads workers and participates in mowing, edging, trimming, plant disease and pest prevention, chemical spraying, watering, fertilizing, planting, cultivating, pruning and weeding
8. Leads workers, and participates in using common safety techniques, equipment and supplies to assure safe handling of equipment, tools, supplies and chemicals
9. Monitors others, and uses proper safety equipment to perform elevated work; assists in campus evacuations, building lockdowns, flood and spill cleanups, and other emergency preparedness and response actions
10. Inventories grounds and related equipment and supplies, makes recommendations for the purchase or repair of, and/or purchases and repairs, equipment, tools, chemicals and supplies
11. Cultivates, prepares and lines athletic fields for play
12. Paints and repairs benches, recreation equipment, tables and fences, and leads other crew members in completing athletic field assignments
13. Operates and maintains power driven equipment such as lawn mowers, edgers, clippers, rototillers, lifts, and other grounds maintenance equipment as assigned
14. Uses hand tools to work soil and to remove weeds, undergrowth and debris from college grounds and landscaped areas; drive a motor vehicle in the performance of assigned tasks
15. Leads the department chemical spray program and staff to prevent plant disease and control pests;
16. Uses a variety of chemicals to exterminate insects, rodents and other pests
17. Coordinates and communicates with chemical spray technician and/or outside vendors for restricted chemical applications
18. Collects exterior trash and disposes of it properly
19. Rakes leaves
20. Loads and unloads brush, branches, rubbish and materials; cleans drains, culverts, stream beds, pathways, sidewalks, parking lots and grounds
21. Leads workers and participates in painting 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. Performs other related duties as assigned

### **C. Requirements**

1. Graduation from high school
2. Successful gardening and landscaping work experience of increasing responsibility that has included demonstrated skill in the use of safety procedures, equipment and supplies, including applicable chemicals
3. Demonstrated working knowledge of plant disease identification and prevention and pest control
4. Skill in training and leading the work of others
5. Skill in the operation of common mechanical and electrical equipment related to gardening, landscaping, and grounds maintenance
6. Demonstrated skill in following oral and written instructions
7. Attention to detail
8. 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 leading, scheduling, and monitoring the work of others
7. Skill in the safe operation and handling of tools, equipment and supplies, including driving a motor vehicle
8. Skill in the use of a variety of computer software to prepare and maintain written materials and records, including computerized landscape management systems
9. Skill in working cooperatively as part of a customer service team
10. Skill in delivering oral and written instructions, reports, and directions
11. Ability to perform moderate to heavy physical labor

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