

GROUNDSKEEPER**A. General Statement**

This is 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. Under general supervision, 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. The position requires a broad knowledge of gardening, landscaping, and maintenance and repair of hardscape as well as knowledge of the applicable safety procedures, equipment and supplies. 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. Examples of Essential Functions**A Groundskeeper**

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; cultivates mass plant groups as assigned; prunes trees; weeds planted areas; cleans and maintain fountains;
3. uses common safety techniques, equipment and supplies to assure safe handling of motor and electrical equipment, supplies and chemicals; use proper safety equipment and supplies to climb and handle trees and branches;
4. cultivates, prepares and lines athletic fields for play; groom athletic artificial turf fields, paints and repairs benches, recreation equipment, tables and fences;
5. 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; uses hand tools to work soil and to remove weeds, undergrowth and debris from college grounds and landscaped and hardscaped areas; drive a motor vehicle to pick up and deliver equipment, supplies, debris and other items;
6. uses a variety of non-restricted chemicals to exterminate weeds, insects, rodents, aphids and other pests;
7. rakes leaves; loads and unloads brush, branches, rubbish and materials; cleans drains, culverts, stream beds, pathways, sidewalks; sweep and maintain parking lots and grounds; installs, relocates and maintains site furnishings; programs, monitors, troubleshoots and repairs irrigation systems and water features; assists in campus evacuations, building lockdowns, flood and spill cleanups, and other emergency preparedness and response actions;
8. 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.

9. inventories grounds and related equipment and supplies; makes recommendations for and/or executes the purchase or repair of equipment, chemicals and supplies.

C. Non-essential Functions

1. Performs other related duties as assigned.

D. Knowledge, Skills and Abilities

Training Guidelines

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| <ol style="list-style-type: none"> 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 and the Public. 9. Basic understanding of water chemical balance and treatment. 10. Ability to do moderate to heavy physical labor. | <ol style="list-style-type: none"> 1. Job experience; special courses. 2. Job experience; special courses. 3. Special courses; job experience; life experience. 4. Basic education; special courses. 5. Job experience; life experience. 6. Job experience; life experience. 7. Job experience; special courses. 8. Job experience; life experience. 9. Basic education; special courses. 10. Job experience; life experience. |
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E. 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.

F. Education and Experience

This position requires a combination of training and experience equivalent to successful gardening and landscaping experience that has included demonstrated skill in the use of safety procedures, equipment and supplies, including applicable chemicals; operation of common mechanical and electrical equipment related to gardening, landscaping and grounds maintenance; demonstrated skill in following oral and written instructions, and attention to detail; or, an acceptable equivalent combination of training and experience. Possession of a valid California Driver's License and the ability to safely drive a motor vehicle in the performance of assigned tasks is required.

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