



West Valley - Mission

Community College District

CLASS SPECIFICATION

GROUNDSKEEPER

Classified Position (Non-Exempt Status)

Classified Operations & Support Services Salary Schedule – Range 53

DEFINITION

To perform a variety of routine maintenance functions related to grounds maintenance and gardening of campus grounds, landscaped areas, or athletic fields; to operate equipment related to assignment; and to assist with minor maintenance projects on a community college campus.

DISTINGUISHING CHARACTERISTICS

This is the journey level in single level the Groundskeeper maintenance class. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director, Facilities Maintenance; and may receive technical and functional oversight from higher level staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Mow and edge lawns, using hand and power equipment including gang mowers.

Spray shrubs, trees, weeds, and lawns, applying appropriate chemicals as necessary.

Sweep or blow parking lots, roadways, and walkways; pick up litter and refuse.

Prune trees and other plants; inspect trees for damage from pests and disease; plant, transplant, fertilize, and propagate ornamental plants.

Use hand tools to work soil and to remove weeds and undergrowth from landscaped areas.

Prepare athletic fields, including line striping and re-seeding.

Monitor and treat for pest activity, including gophers, wasps, and others.

Repair sprinklers, and assist in the repair and installation of irrigation systems; clean drainage and other similar areas.

May cut sections of sod for replacement.

Operate, maintain and repair a variety of tools and equipment, including power mowers, trimmers, and all gardening equipment.

Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Gardening materials, tools, and equipment.

Safe work practices.

Methods, supplies, and tools used in planting, cultivating, and caring for lawns, shrubs, and trees.

Common plant diseases and insect pests; approved methods and materials used in eradication.

Irrigation, spraying, and fertilization of landscaped areas.

Correct field measurements for a variety of sports and age groups, when assigned to athletic field maintenance.

Ability to:

Prune trees and shrubs.

Set up and maintain athletic fields, including appropriate line striping.

Operate and maintain equipment such as rototiller, tractor, forklift, dump truck, and backhoe.

Perform, or assist with performance of, minor repairs to sprinklers and irrigation systems.

Perform routine grounds maintenance work.

On a continuous basis, know and understand operations and observe safety rules. Intermittently analyze problem equipment; identify safety hazards; locate equipment; interpret work orders; remember how to operate equipment; and explain jobs to other employees.

Intermittently, sit while driving a piece of equipment; stand and walk while performing maintenance activities; bend and twist to adjust equipment; kneel and squat to review work; climb ladders to trim trees; perform simple and power grasping, pushing, pulling and fine manipulation; and lift or carry weight of 50 pounds or less.

Perform grounds maintenance work.

Operate and maintain power mowers and other grounds maintenance equipment.

Safely use hand and power tools required in gardening and grounds maintenance work.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

Establish and maintain effective, cooperative, and collaborative working relationships with others.

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible gardening experience.

Education:

Equivalent to the completion of the twelfth grade.

License and Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license as required by the position.

EEO Category: Service/Maintenance

Date Approved: July 1, 2017