

GROUNDS MAINTENANCE TECHNICIAN

Series Specification
Grounds Maintenance Technician
Head Grounds Maintenance Technician

DEFINITION

This series specification describes two classes used to perform concrete and blacktop maintenance and repair and operate heavy equipment used in grounds maintenance.

TYPICAL DUTIES

Grounds Maintenance Technician: Under direction, paves, repairs and marks parking lots; repairs concrete and blacktop surfaces; cuts drainage ditches and back-fills, keeping drainage systems clear and in working order; erects forms for concrete work such as sidewalks; installs and repairs traffic and parking lot signage; pours and finishes concrete; prepares ground for planting of lawns and shrubs by tilling, raking, and leveling; plants, cultivates and cares for lawns, ornamental plants, shrubs, trees and flowers; prunes trees, resods and otherwise repairs lawns and playing areas; mixes different types of soils and composts for shrub beds and grass; mixes and applies pesticides using hand-operated and power-driven sprayers; cuts and finishes grades; operates power equipment such as truck, street sweeper, forklift, lawn mower, grader, bulldozer, backhoe, skiploader, ditch digger, gang mower and rototillers; services and makes minor repairs and adjustments to equipment, fencing; loads trucks with materials and equipment and delivers load to destination; work as helper to crafts areas; performs related duties as assigned.

Head Grounds Maintenance Technician: In addition to the duties of Grounds Maintenance Technician, oversees and coordinates the work of other grounds staff in the maintenance and repair of pavement and grounds for the District; assumes responsibility for satisfactory completion of instructions by the Grounds Supervisor; assigns staff to specific tasks at various locations; requisitions equipment and supplies as needed for satisfactory project completion; directs and participates in such activities as paving, repairing and marking of parking lots and athletic fields; performs related duties as assigned.

ALLOCATION FACTORS

LEVEL DESCRIPTIONS

Grounds Maintenance Technician: The first working level class of the series. Incumbents, under direction of Head Grounds Maintenance Technician, mixes, pours, and finishes concrete; repairs blacktop surfaces and operates heavier equipment such as graders, street sweepers, ditch diggers, bulldozers, and backhoe.

Head Grounds Maintenance Technician: Under minimum oversight, incumbents serve as lead level of series to a crew of three or more regular staff; under direction, oversees, assigns and reviews work of assigned staff; instructs staff in work methods on safe practices; assigns work schedules for certain projects; assists with project planning and coordination with other crafts for project completion.

QUALIFICATIONS

EXPERIENCE

Promotional

General

Grounds Maintenance Technician

Two years of experience in Los Rios Community College District as a Head Groundskeeper or three years as a Groundskeeper.

Three years of grounds maintenance experience related to the duties of the position.

Head Grounds Maintenance Technician

Two years of experience in Los Rios Community College District as a Grounds Maintenance Technician or three years as a Head Groundskeeper or four years as a Groundskeeper.

Four years of grounds maintenance experience related to the duties of the position

One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.

SPECIAL REQUIREMENTS

Employment is contingent upon meeting the requirements of Los Rios Board Regulation R-8343, including possessing and maintaining a valid California Driver's License. This position may require operating a District or personal vehicle in order to complete assigned work within the scope of the position duties. Any offer of employment is contingent upon the successful completion of a medical evaluation. Within six months of hire, obtain and maintain a valid California Qualified Applicator Certificate (QAC) with B and C option. Within six months of hire, obtain and maintain a forklift operator certificate.

KNOWLEDGE OF

All Levels: Operation and care of power-driven equipment such as graders, backhoe, bulldozers, street sweepers and ditch diggers; methods of working with asphalt and concrete; current practices and processes of the trade; applicable policies, regulations, procedures and processes, and federal, state, and local laws and regulations; effective customer service skills; how to compose effective correspondence; the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar, and rules for correspondence and report writing at the level required to effectively perform the duties of the position; principles and practices of effective communication; how to train others to perform specific tasks; arithmetic at the level required to effectively perform the duties of the position; administrative and clerical procedures and systems, such as filing and recordkeeping techniques in a complex business environment; modern office practices, procedures and equipment; modern office practices, procedures and equipment; safety procedures and safe work practices related to the duties of the position.

Head Grounds Maintenance Technician: Principles and practices of effective leadership, oversight and training; project layout techniques and material requirements; methods and practices for support, maintenance and repair of all weather tracks.

ABILITY TO

All Levels: Perform the essential functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; interpret and apply applicable federal, state and local laws and regulations, District policies and regulations, and office processes and procedures; work as a member of a team; meet schedules and timelines; manage one's own time and the time of others; correctly follow a given rule or set of rules in order to arrange things or actions in a certain order; understand and effectively carry out oral and written directions; effectively communicate information and ideas orally and in writing based on the needs of the audience; read, write and perform mathematical calculations at the level required for successful job performance; be aware of others' reactions and adjust interpersonal skills accordingly; handle personal and private information with discretion; prepare routine correspondence independently; effectively learn and operate equipment and software related to the duties of the position; use technology to effectively perform responsibilities; adapt to changing technologies; work successfully with diverse populations; effectively and safely use and maintain equipment and tools required in the performance of the job duties, including assigned vehicles.

Head Grounds Maintenance Technician: Effectively train, assign and oversee the work of others; oversee the proper use of personal protective gear and workplace safety; work with minimal direct supervision.

Physical and Environmental Factors

Regularly work with or around hazardous materials (may include pesticides, degreasing cleaners, etc.); frequent exposure to allergens; work around load machinery, noise and/or pronounced vibration; work in an outside environment subject to inclement weather conditions, possible and/or frequent exposure to sun, humidity, and high or low temperatures; frequent exposure to the sun; possible exposure to sun; work on wet, slippery (and icy) surfaces; climb and descend 8 to 16 foot ladders and/or stairs (with heavy objects with or without assistance); exposure to sharp blades from tools and equipment; frequent stretching, reaching and kneeling while operating tools and equipment; reach, grasp, pull, push, and carry various equipment and furniture across various types of surfaces; twist body up to 45 degree angle; lift heavy objects with and without assistance (objects are sometimes elevated from floor level to about shoulders).