

GROUNDSKEEPER

Series Specification Groundskeeper Head Groundskeeper

DEFINITION

Under supervision of assigned supervisor/manager, this series specification describes two classes used to perform gardening and grounds maintenance work. Incumbents may assist Grounds Maintenance Technicians with grounds maintenance work.

TYPICAL DUTIES

Groundskeeper: Under leadership, performs general grounds maintenance work, sweeping walks and parking areas, picking up papers and rubbish, raking leaves and weeding; troubleshoots and maintains irrigation systems, installing and repairing clocks, valves, heads and lines, and scheduling irrigation; 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; maintains athletic fields; burns and marks lines for athletic contests; assists in setups for athletic events and/or community services activities; assists in the installation of sign posts, benches, parking bumpers and security gates; operates and services equipment including power sweeper, lawn mower, gang mower, rototiller, trenching machine, front-end loaders and forklift; drives trucks, tractors; oversee temporary employees assigned to groundskeeping; assists Grounds Maintenance Technicians with grounds maintenance work; performs related work as required.

Head Groundskeeper: In addition to the duties of the Groundskeeper, under direction of the assigned supervisor, oversees a crew of groundskeepers in their assigned duties, including but not limited to, lawn care, soil treatment and preparation, plant disease and pest control; oversees and assists crew in all phases of gardening work; reports concerns to supervisor; assigns duties and instructs crew in work methods and safe practices; inspects completed work; assists in planning areas to be developed and landscaped; performs related work as required.

LEVEL DESCRIPTIONS

Groundskeeper: The entry and first working level class of the series. Incumbents, under general direction, perform groundskeeping and gardening work.

Head Groundskeeper: Under minimal oversight, incumbents serve as lead level of series to a grounds crew of three or more regular staff; under direction, oversees, assigns and reviews work of assigned staff; engages in gardening and grounds maintenance; instructs staff in the proper performance of their duties.

QUALIFICATIONS

EXPERIENCE

Promotional

General

Groundskeeper

None.

One year of groundskeeping or gardening experience related to the duties of the position.

Heads Groundskeeper

Two years of experience as a Groundskeeper in the Los Rios Community College District.

Three years of groundskeeping experience related to the duties of the position, including one year in a lead capacity.

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. 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. Any offer of employment will be contingent upon the successful completion of a medical evaluation.

KNOWLEDGE OF

All Levels: Methods, supplies and tools used in planting, cultivating, and caring for lawns, shrubs, plants, and trees; safe work practices; 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; safety procedures and safe work practices related to the duties of the position.

Head Groundskeeper: Basic principles of leadership, oversight and training, including the safe use and care of equipment, herbicides, and pesticides.

ABILITY TO

All Levels: Perform the essential functions of the position; work outdoors; operate and make minor repairs on a variety of grounds maintenance equipment such as gang mowers, trucks, tractors and electric shears and edgers; distinguish between colors to wire sprinkler clocks; listen to sprinkler valve solenoids/beepers; listen to and participate in conversation; listen to diagnosed problems with machinery engines; 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 Groundskeeper: 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: Perform heavy labor including walking up to eight hours a day; push and ride lawn mowers; regularly work with hazardous materials (may include insecticides, herbicides, degreasing cleansers, 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).