

**GROUNDS MAINTENANCE SPECIALIST, SEC**

| **Reports to:**  | Grounds Supervisor |  |  |
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| **Dept:** | Grounds | **Range:** | 20 |
| **FLSA:** | Nonexempt | **EEO:** | Service and Maintenance |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

### BASIC FUNCTION:

Under direction, oversee grounds maintenance at the San Elijo campus including landscaped areas, roadways, parking lots, walkways, firebreaks and irrigation systems, perform journeyman level landscape construction and grounds maintenance work related to irrigation plumbing, irrigation electrical, irrigation system design, landscape and plant material design, landscape and irrigation installa­tion, landscape carpentry, and landscape and irrigation main­tenance; provide safe and appropriate environs, facilities and outdoor classrooms for the use and enjoyment of students, faculty, staff and visitors; apply pesticides, fertilizers and other chemicals to vegetation and grounds; operate a wide variety of power equipment and machinery; maintain an “on site” availability as a campus point of contact for all related vendors, contractors and outsourced services and oversee their work; oversee event setup and cleanup; and perform related duties as assigned.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Irrigate, trim, edge, aerate, mow, fertilize and renovate lawns and turfed areas; irrigate, feed, spray and cultivate around trees, shrubs and hedges; trim and prune trees, shrubs and hedges; maintain assigned areas in a clean, safe and orderly condition; assist with refuse abatement.
2. Plant new lawn, trees, shrubs, hedges and flowers; evaluate soil and other conditions and assist in selecting vegetation types; convert and renovate landscaped areas to more environ­mentally sustainable/drought-tolerant habitats.
3. Diagnose disease and pest conditions; spray landscaped areas with toxic herbicides, insecticides, fungicides and rodenticides; prepare chemical mixtures in proper proportions; locate, trap and bait rodents; maintain pesticide-use records according to federal, state and county regulations.
4. Maintain a firebreak around the campus perimeter according to established guidelines of the City of Encinitas Fire Department; participate with the Fire Marshall when conducting annual inspections.
5. Install, maintain, repair and troubleshoot all grounds irrigation systems; inspect and evaluate the operation of existing irrigation systems, irrigation controllers, irrigation mains, fire mains and fire hydrants and prioritize their maintenance; install, repair or modify existing valves, controllers, irrigation systems, irrigation electrical wiring and irrigation mains and laterals; utilize, amend or update existing irrigation blueprints as necessary; remain current on new irrigation technologies and soft­ware applications to ensure efficient and economical irrigation systems.
6. Programs irrigation controllers through either the centralized irrigation system or manually utilizing proper water management skills and budget­ing procedures according to evapo-transpiration (ET); maintain and operate the web-based centralized irrigation program including making all the computerized controller program changes to irrigation schedules utilizing an onsite weather stations; coordinate irrigation scheduling around campus activities.
7. Design, plan and install new landscape and irrigation projects, maintaining proper flow, gallons per minute (GPM) and pounds per square inch (PSI) in any given area; perform journeyman level landscape installation and construction; evaluate soil and other relevant conditions.
8. Maintain safe facilities; respond to water leaks, broken glass, gas leaks, fire and other hazards; routinely unlock and lock doors and gates.
9. Construct, repair, resurface and maintain concrete and asphalt walkways, curbs and ramps; mix and pour concrete; assist in planning, preparing and maintaining overflow parking areas.
10. Maintain daily work records, hazardous materials records and restricted pesticide-use records; maintain fuel-consumption records, parts and materials inventory and work orders; attend meetings; participate in safety training.

###  OTHER DUTIES:

1. Coordinate and inspect the work of contractors, vendors and architects as assigned.
2. Order and procure parts, materials and supplies as needed for day-to-day operations and assignments, forward invoices, receipts and other associated documents to the Grounds Supervisor.
3. Maintain and assist in repairing tools, small power equipment, large construction and maintenance equipment and machinery; may design, fabricate and weld as needed.
4. Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

1. Methods of planting, propagating, cultivating, pruning and caring for lawns, trees, shrubs and flowers.
2. Grounds maintenance procedures including mowing, edging, raking and weeding.
3. Methods and materials used in the installation, maintenance, diagnostics and repair of automatic irrigation systems including various controllers, valves and heads.
4. Design and layout of irrigation systems utilizing proper hydrodynamics to ensure accurate function and the proper selection of pipe and fitting sizes and specifications to ensure adequate volume and pressure.
5. Environmental sustainability standards and practices including the selection of drought-tolerant plants and the utilization of Best Management Practices (BMP’s) techniques to control storm water and irrigation runoff manage­ment.
6. Water conservation techniques applicable to the operation of all irrigation systems.
7. Methods and materials used in controlling pests, insects and weeds and a working knowledge of implementing Integrated Pest Management techniques.
8. Operation of hand and power tools and ground equipment used in the irrigation and landscape trades.
9. State and local water restriction guidelines and other relevant laws, codes and restrictions.
10. Safety hazards and necessary safety precautions/policies sufficient to establish a safe work environment for self and others.
11. Shop mathematics.
12. Written and oral communication skills including correct English usage, grammar, spell­ing, punctuation and vocabulary.
13. Uses and operations of computers, standard business software and specialized database and spreadsheet applications.
14. Basic recordkeeping techniques.
15. District organization, functions, rules, policies and procedures applicable to assigned areas of responsibility.

### ABILITY TO:

1. Work independently with limited supervision.
2. Maintain a clean, safe and visually pleasing campus environment.
3. Perform journeyman level grounds maintenance duties including prioritizing and scheduling work on campus grounds.
4. Safely operate a variety of grounds maintenance tools and equipment including tractor, tractor-towed/PTO powered mowers, skip loader, scraper, grader, ditcher, power edger, chipper, power sweeper, turf vacuum, man lift, forklift, electric and gas carts, riding mower, backhoe, trencher, skid steer, boom truck and dump truck.
5. Operate tools and equipment used in the installation, repair and maintenance of irrigation systems.
6. Plan, layout, install and repair manual and automatic irrigation systems.
7. Landscape design techniques concerning irrigation, drainage and plant identification.
8. Electrical wiring relating to irrigation controllers, flow sensors, data links, communication cards, relays, master valves and remote automatic valves.
9. Read and interpret blueprints of landscape irrigation systems and landscape architecture.
10. Mix and apply specialized chemicals to control and eradicate weeds, insects and other pests.
11. Estimate time, materials and equipment required to perform assigned duties.
12. Prepare and maintain records accurately.
13. Operate a computer related to area of assignment.
14. Communicate effectively, both orally and in writing.
15. Understand and follow written and oral instructions.
16. Establish and maintain effective working relationships with all those encountered in the course of work.

### EDUCATION AND EXPERIENCE:

Graduation from high school or GED equivalent with additional coursework in horticulture, landscaping or a related field, and four years of experience in the landscape construction and mainten­ance trades; or an equivalent combination of training and experience.

### LICENSES AND OTHER REQUIREMENTS:

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

Qualified Applicator’s Certificate issued by the California Department of Pesticide Regulation is required within six months of appointment and must be maintained as a condition of employ­ment.

Backhoe safety training and forklift safety training.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Work direction, training and guidance to Gardener/Groundskeepers, student workers and/or temporary staff as assigned.

**CONTACTS:**

District administrators, faculty, staff, students, contractors, vendors, trade professionals, architects, Campus Police personnel and the general public.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Heavy physical labor with constant standing and walking for extended periods; walking over rough or uneven surfaces; frequent pushing, pulling, lifting and carrying of heavy objects weigh­ing up to 75 pounds; frequent bending, stooping and kneeling; repetitive use of upper extremi­ties on a regular basis; manual dexterity to safely operate motorized equipment and vehicles; ability to operate an electric cart to pick up/deliver supplies to various locations on campus; ability to travel to a variety of locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and com­munications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to effectively work alone or as a crew member; ability to work effectively under pressure on a variety of tasks concurrently while meet­ing established deadlines and changing priorities.

**WORKING CONDITIONS:**

Outside environment in weather conditions including rain and extreme heat; exposure to sun for extended periods of time; work on slippery or uneven surfaces; work while wearing personal protection equipment including respirators, protective gloves and footwear, face shields, goggles, spray suits and rain suits; subject to exposure to dust, dirt, oil/grease, gasoline, diesel fuel, smoke and pollen; exposure to hazardous materials such as pesticides, herbi­cides, solvents and other toxic chemicals and fumes; exposure to extreme noise and fumes/ exhaust from equipment and vehicle operation; work with or around extremely dangerous equipment and machinery with moving parts. May be required to work at any district location with occasional evenings, holidays and/or weekends on an as-needed basis; occasional local travel may be requested.