



GROUNDS MAINTENANCE WORKER

Reports to: Grounds Supervisor

Dept: Grounds

Range: 15

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 general supervision, perform a variety of grounds maintenance duties including landscaped areas, roadways, parking lots and walkways; provide safe and appropriate environs, facilities and outdoor classrooms for the use and enjoyment of students, faculty, staff and visitors; remove and dispose of solid waste refuse from all outdoor receptacles and select indoor receptacles; collect and sort recyclable materials and prepare for pickup; assist with planning, laying out, installing and maintaining landscapes; apply pesticides, fertilizers and other chemicals to vegetation and grounds; operate a wide variety of power equipment and machinery; assist with event setup and cleanup; and perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

A Grounds Maintenance Worker is distinguished from a Grounds Maintenance Specialist as the incumbent in the latter class works with greater autonomy and is responsible for performing journey-level irrigation and landscaping duties.

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. Trim, edge, aerate, mow, fertilize and renovate lawns and turfing areas; irrigate, feed, spray and cultivate around trees, shrubs and hedges; trim and prune trees, shrubs and hedges; maintain grounds in assigned areas in a clean, safe and orderly condition; assist with refuse abatement.
2. Assist with planting new lawns, trees, shrubs, hedges and flowers; evaluate soil and other relevant conditions and assist in selecting vegetation types; convert and renovate landscaped areas to more environmentally sustainable/drought-tolerant habitats.
3. Assist in the planning and installation of new landscape construction projects including the selection of the plant materials.
4. Coordinate with the Lead Groundskeeper and 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 accurate pesticide use records all according to federal, state and county regulations.

5. Maintain outside athletic fields, tennis courts and sports equipment; prepare, line, mark and drag sports fields for athletic events; assist in the installation of athletic equipment as directed.
6. Empty and clean outdoor and select indoor refuse waste and recyclable receptacles.
7. Sort all recyclable materials into designated totes and prepare for collection by a waste management company.
8. Provide a variety of landscape maintenance to campus grounds; blow, sweep and wash sidewalks, roadways, parking lots, tennis courts and other hardscapes to maintain clean, safe and orderly conditions; pick up and deliver grounds-related materials.
9. Assist with constructing, repairing, resurfacing and maintaining concrete and asphalt walkways, curbs and ramps; mix and pour concrete; assist in the preparation and maintenance of overflow parking areas.
10. Maintain and assist in repairing tools, small power equipment, large construction and maintenance equipment/machinery; may design, fabricate and weld as needed.
11. 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. Inspect, repair and assist with replacing irrigation valves, main and lateral pipelines and sprinkler heads; inspect functioning of irrigation controllers and reprogram or repair as necessary.
2. Perform general duties such as installing traffic-control sign posts and setting up for campus events and outdoor classrooms as needed.
3. Report vandalism and the need for maintenance and repairs; may input work requests.
4. Provide work direction to student workers and San Diego County Probation Department workers as assigned.
5. Ensure proper supplies are stored to maintain campus grounds; report supplies and parts that need to be ordered and/or requisition supplies and parts as designated.
6. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Grounds maintenance procedures including mowing, edging, raking and weeding.
2. Methods and materials used in controlling pests, insects and weeds and a working knowledge of implementing Integrated Pest Management.
3. Methods of planting, propagating, cultivating, pruning and caring for lawns, trees, shrubs and flowers.
4. Maintenance/repair methods, materials, tools and equipment used to maintain district grounds.
5. Basic knowledge of environmental sustainability standards and practices including best practices for water conservation, drought-tolerant plant selections and storm water/irrigation runoff management.
6. Safety hazards and necessary safety precautions/policies sufficient to establish a safe work environment for self and others.
7. Shop mathematics.
8. Basic English.
9. Basic computer operations.
10. Basic recordkeeping techniques.
11. District organization, functions, rules, policies and procedures applicable to assigned areas of responsibility.

ABILITY TO:

1. Complete grounds maintenance assignments independently without direct supervision.
2. Maintain a clean, safe and visually pleasing campus environment.
3. Perform grounds maintenance duties including prioritizing and scheduling work on campus grounds and athletic fields.
4. Operate and maintain a variety of hand and power tools used in the trade.
5. Mix and apply specialized chemicals to control and eradicate weeds, insects and other pests.
6. Estimate time, materials and equipment required to perform assigned duties.
7. Safely operate a variety of grounds maintenance equipment including tractors, 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.

8. Prepare and maintain basic records accurately.
9. Operate a computer related to area of assignment.
10. Communicate effectively, both orally and in writing.
11. Understand and follow written and oral instructions.
12. 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, and one year of experience performing semi-skilled or skilled grounds maintenance work; 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.

Backhoe safety training and forklift safety training desired.

Qualified Applicator's Certificate issued by the California Department of Pesticide Regulation is desired.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Work direction to student workers and/or temporary staff, as needed.

CONTACTS:

District administrators, faculty, staff, students, contractors, vendors, trade professionals, 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, protective footwear, face shields, goggles, spray suits and rain suits; subject to exposure to dust, dirt, oil/grease, gasoline, diesel fuel, smoke and pollen; subject to 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.