



**JULY 2009**  
**FLSA: NON-EXEMPT**

## **SENIOR GROUNDSKEEPER**

### **DEFINITION**

Under general supervision, performs a variety of activities in the maintenance, modification, repair, and operation of District grounds; provides maintenance support to the Maintenance and Operations department; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from a Utility Maintenance Supervisor or other assigned management personnel. Exercises no supervision of staff. May provide technical and functional direction to lower-level staff.

### **CLASS CHARACTERISTICS**

This classification is responsible for maintenance and modification of District grounds to ensure that grounds and related facilities provide the highest level of safety and utility for District and public use. Incumbents in this class provide technical direction to others assigned to grounds maintenance and coordinates with Senior Utility Maintenance Workers, including weekly scheduling of grounds work to be performed. This class is distinguished from the Utility Maintenance Worker classification in that the latter performs unskilled or semi-skilled maintenance and repair work. It is further distinguished from the Senior Utility Maintenance Worker in that the latter provides lead direction and distribution of all daily tasks to other Utility Maintenance Workers.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Guides, checks, corrects and reports on the work of assigned grounds personnel performing work in the care and maintenance of campus grounds; ensures that the work is done in accordance with schedules and instructions.
- Ensures that the various duties of mowing, edging, pruning, routine sprinkler work, and minor equipment maintenance is accomplished through efficient use of personnel.
- Plants, mows, prunes, and maintains turf, trees, shrubs, and plants; clears sites of weeds.
- Checks work in progress and upon completion.
- Uses herbicides and pesticides, sets traps, and uses smoke bombs in the eradication of rodents.
- Works and maintains athletic fields.
- Operates grounds maintenance equipment as well as a variety of hand and power tools, such as a truck, tractor, gang mower, flail mowers, and backhoes.
- Applies pesticide, herbicide, and other pest management treatments.
- Records and maintains work and material records.
- Estimates amounts of materials and labor.

- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Methods and materials used in grounds maintenance, landscaping, fence and wall construction, and paving.
- The operation and routine maintenance of power grounds equipment.
- Occupational hazards and safety equipment and practices related to the work.
- Basic principles of supervision and training.
- Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, and arithmetic.
- Safe work practices, including safe driving rules and practices.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, various socio-economic and ethnic groups.

### **Ability to:**

- Plan and oversee activities of grounds keeping personnel.
- Maintain established quality control standards.
- Train others in proper and safe work procedures.
- Identify and implement effective course of action to complete assigned work.
- Perform grounds maintenance work.
- Operate, maintain, and make minor non-technical repairs to a variety of power equipment and tools safely and skillfully.
- Understand and follow written and verbal directions, instructions and safety rules and procedures.
- Maintain accurate logs, records, and basic written records of work performed.
- Learn, apply, and explain applicable District policies, rules and regulations related to areas of responsibility.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and three (3) years of experience of performing groundskeeper duties.

### **Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

### **PHYSICAL DEMANDS**

Must possess mobility to work in the field as well as around various District facilities, to operate a motor vehicle and drive on surface streets; strength, stamina and mobility to perform medium to heavy physical work, operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves field work requiring frequent walking at landscape site areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites; lift, move, and carry materials and equipment weighing up to 75 pounds and heavier weights with the use of proper equipment.

### **ENVIRONMENTAL ELEMENTS**

Employees work in the field and/or facilities and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.