



<b>Position Title:</b>	Groundkeeper	<b>Job Code:</b>	4204-00E
<b>Reports To:</b>	Head Groundskeeper	<b>Job Group:</b>	SNE
<b>Department:</b>	Facilities	<b>Salary Grade:</b>	5
<b>Prepared By/Date:</b>	Carol Flynn/05-2006	<b>FLSA Status:</b>	Non-Exempt
<b>Approved By/Date:</b>	Prospero Herrera/05-2006		
<b>Revised:</b>	Jennifer C. Brito/4-24-2009		

### **Summary:**

This is semi-skilled work in the care, maintenance, and cultivation of lawns, plants shrubbery and athletic fields.

### **Essential Duties and Responsibilities:**

- Mows, edges, sprays, and tops dresses lawns: fertilizes, dig holes, plant bushes, grass and trees as required.
- Trims, shapes, sprays, and replaces shrubs and trees; fertilizes as necessary.
- Performs routine and minor maintenance on irrigation systems for lawns and nursery areas and mist system for plant propagation.
- Operates tractors, service trucks, and lawn maintenance equipment.
- May assist in general building maintenance, clean-up and minor fence repairs as necessary.
- Applies herbicides and pesticides as instructed.
- Responsible for picking up trash and maintaining the grounds.
- Performs minor repairs to roads, walks, and related fixtures.
- Performs related duties as required or as assigned.

### **Knowledge, Skills and Abilities:**

- A comprehensive knowledge of trade tools and of occupational hazards, safety precaution: codes and regulations pertaining to the trades is essential.
- Knowledge of standard grounds maintenance practices.
- Knowledge of safety hazards and precautions in regards to the handling and application of various equipment and toxic materials.
- Physical strength and agility sufficient to work long hours out-of-doors and occasionally under adverse weather conditions.
- Ability to read and interpret written instructions.
- Ability to print and speak simple sentences.
- Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to understand instructions both written and oral and to perform satisfactory in accordance with these instructions.
- Ability to work and communicate in a multi-ethnic/multi-cultural environment, travel in county and be willing and able to work any shift, weekends, and holidays, perform on-call and respond to after-hour emergencies.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually loud.

The employee regularly works near moving mechanical parts and in outside weather conditions and is regularly exposed to wet and/or humid conditions. The employee is frequently exposed to toxic or caustic chemicals, extreme cold and extreme heat. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is physical work that requires the following activities: sitting, standing, walking, bending, kneeling, crouching, twisting, stooping, reaching, finger dexterity, grasping, feeling, repetitive motions, talking, hearing and visual acuity. Must be able to lift/carry, push/pull up to 50 lbs over a distance of 20 feet, and work from heights and in areas where climbing a ladder is required.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

**Essential Personnel:**

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Some experience in the care and maintenance of lawns/grounds. Completion of eighth grade education and demonstrated ability to read, write and understand written instructions. Must be able to use electronic mail, web based trouble report systems, and PDA based C.M.M.S software.
- Must possess a valid driver’s license and be able to travel to any campus.
- This is a district position requiring the individual to work on all campuses.

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name