



**Position Title:** Part-Time Groundskeeper

**Job Code:** 8300-00E

**Reports To:** Head Groundskeeper

**Grade:** C1

**FLSA:** Non-Exempt

**Job Description:**

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

**Duties & Responsibilities:**

- Mows, edges, sprays, and top 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 other duties as assigned

**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:**

- 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
- A comprehensive knowledge of trade tools and of occupational hazards, safety precautions, local codes and regulations pertaining to the trades are 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 satisfactorily 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
- 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.

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Signature

\_\_\_\_\_  
Date

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