

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

GROUNDS WORKER I GROUNDS WORKER II

*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 within the job.*

SUMMARY DESCRIPTION

Under general supervision, perform routine grounds maintenance and repair duties on District grounds including landscaped areas and athletic fields; maintain lawns, grounds, and other cultivated areas; and operate and maintain a variety of light and heavy power grounds equipment to perform grounds maintenance work.

DISTINGUISHING CHARACTERISTICS

Grounds Worker I - Employees at this level are not expected to function with the same amount of knowledge or skill level as employees allocated to the Grounds Worker II level and exercise less independent discretion and judgment in matters related to work procedures and methods. This classification is further distinguished from the Grounds Worker II in that incumbents in the Grounds Worker II classification operate the more complex equipment requiring additional licenses and/or certifications.

Grounds Worker II - Work at this level is distinguished from the Grounds Worker I by the level of complexity and the degree of independence and judgment with which the employee is expected to perform including the operation of the more complex equipment which requires higher level licenses and/or certifications. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Participate in a variety of landscape maintenance duties including watering, mowing, weeding, trimming, edging, renovating, and fertilizing lawns.
2. Participate in planting, watering, and maintaining landscaped areas consisting of bushes, trees, flowers, and shrubs; re-seed, plant, and maintain new grass and plants; trim and prune bushes, trees, and shrubs; stake trees as necessary.
3. Rake leaves and/or clear debris from walks, fields, courts, parking lots, and other open areas; load, remove, and dispose of trimmings and cuttings; pick-up trash; empty trash receptacles.
4. Prepare, maintain, and paint athletic fields for a variety of sporting events.
5. Operate a variety of heavy equipment and other maintenance equipment such as tractors, front-loaders, parking lot sweepers and vacuums, trucks, large mowers, fork lifts, and power tools such as mowers, edgers, chain saws, rototiller, and blowers.
6. Operate a garbage truck to transport rubbish to the local landfill.
7. Dig ditches, holes, and trenches.
8. Perform asphalt repairs and small concrete forming and pouring jobs.
9. Assist in the maintenance and repair of the District's irrigation system as assigned.

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10. Safely apply herbicides, fungicides, and pesticides according to established rules and procedures.
11. Perform preventative maintenance to vehicles, equipment and tools; make minor adjustments and repairs; report the need for major repairs and maintenance.
12. Utilize proper safety precautions related to all work performed.
13. Perform related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Operations, services, and activities of a grounds maintenance program.
2. Methods, tools, materials, and equipment used in comprehensive grounds maintenance program.
3. Methods and techniques of mowing, edging, pruning, and trimming a variety of lawns, shrubs and trees.
4. Operational characteristics of grounds maintenance equipment and tools.
5. Identification of landscape plant material.
6. Nutrients, soil conditions, and other materials to promote healthy plant growth.
7. Basic principles and practices used in irrigation system operation and maintenance.
8. Occupational hazards and standard safety practices.
9. Principles and practices of record keeping.
10. Pertinent federal, state and local codes, laws and regulations.
11. Principles and practices used in the safe application of restricted pesticides.

Ability to:

1. Perform a variety of maintenance and repair work in the care and maintenance of campus grounds, including landscaped areas, athletic fields, lawns and related areas.
2. Operate a variety of tools, equipment and vehicles used in grounds maintenance work.
3. Perform grounds maintenance work in accordance with established schedules and in preparation for special events.
4. Care for and maintain plants, shrubs, flowers, turf, and trees.
5. Assist in the maintenance and repair of the District's irrigation system.
6. Safely and effectively apply fertilizers, pesticides and herbicides.
7. Accurately identify plant material.
8. Mix, pour and finish concrete as needed.
9. Ensure adherence to safe work practices and procedures.
10. Understand and follow oral and written instructions.
11. Work independently with minimum supervision.
12. Communicate clearly and concisely, both orally and in writing.
13. Establish and maintain effective working relationships with those contacted in the course of work.
14. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Minimum Education & Experience - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

Grounds Worker I

Education/Training:

Formal or informal education or training that ensures the ability to read and write at a level necessary for successful job performance.

Experience:

One year of grounds maintenance experience.

License or Certificate:

Possession of an appropriate, valid driver's license.

Grounds Worker II

Education/Training:

Formal or informal education or training that ensures the ability to read and write at a level necessary for successful job performance.

Experience:

Two years of grounds maintenance experience comparable to a Grounds Worker I with Chabot-Las Positas Community College District.

License or Certificate:

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed in an outdoor field environment; travel from site to site; exposure to potentially hazardous chemicals, noxious weeds and plants, pollens, insect stings, noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; work at heights on scaffolding and ladders; work near moving mechanical parts; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

Physical: Primary functions require sufficient physical ability and mobility to work in a field environment; walk and stand for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; dexterity of hands and fingers to operate specialized hand and power tools and equipment; operate assigned equipment and vehicles; verbally communicate to exchange information.

4/18/89; 3/17/9; 6/19/01

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Job Family: Maintenance and Operations