

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

LEAD GROUNDS WORKER

*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 direction, perform a variety of advanced level, skilled grounds maintenance work including mixing and applying institutional and horticultural chemicals for the control of indoor pest and outdoor landscape pests; perform irrigation system installation, repair, and maintenance; lead, oversee, train, and participate in the work of staff responsible for performing grounds maintenance and repair duties as necessary; operate and maintain a variety of light and heavy power grounds equipment to perform grounds maintenance work; and perform a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Grounds Worker series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including mixing and applying institutional and horticultural chemicals for the control of indoor pest and outdoor landscape pests, installing, repairing, and maintaining irrigation systems, and providing lead direction to assigned employees as necessary. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

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. Perform a variety of advanced level, skilled grounds maintenance work; lead, oversee, and provide direction to grounds maintenance staff as assigned.
2. Train assigned employees in their areas of work including grounds maintenance methods, procedures, and techniques.
3. Mix and apply institutional chemicals and horticultural chemicals for the control of indoor pests and outdoor landscape pests; operate, maintain, and calibrate necessary equipment for the application of institutional and horticultural chemicals; train and oversee other staff in applying chemicals; properly store and maintain accurate inventory of chemicals.
4. Install, operate, troubleshoot, repair, maintain, and test irrigation systems; repair and/or replace valve wiring as necessary.
5. Install new landscape plantings and structures.
6. Attend and participate in meetings related to assigned area as necessary; provide advice to supervisory and management staff on grounds maintenance functions.
7. Perform the full range of Grounds Worker I and II duties and responsibilities.
8. 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.

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9. Operate a garbage truck to transport rubbish to the local landfill.
10. Utilize proper safety precautions related to all work performed.
11. Maintain and file a variety of records related to area of assignment.
12. Respond to inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
13. Estimate time, materials, and equipment required for jobs assigned; requisition and procure materials necessary for completion of assignments as required.
14. May serve as Grounds Supervisor in the Grounds Supervisor's absence.
15. 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. Principles of lead supervision and training.
3. Identification of landscape plant material.
4. Nutrients, soil conditions, and other materials to promote healthy plant growth.
5. Principles of pruning and arboriculture.
6. Principles and practices used in irrigation system operation, installation, maintenance, and construction.
7. Safe and effective application of chemicals used for pest control.
8. Common pests that inhabit structures, and proper methods of control and eradication.
9. Common pests and diseases infecting trees, ornamental shrubs and lawn, and proper methods of control and eradication.
10. Methods, tools, materials and equipment used in comprehensive grounds maintenance program.
11. Methods and techniques of mowing, edging, pruning and trimming a variety of lawns, shrubs and trees.
12. Operational characteristics of grounds maintenance equipment and tools.
13. Occupational hazards and standard safety practices.
14. Principles and practices of record keeping.
15. Pertinent federal, state and local codes, laws and regulations.

Ability to:

1. Lead, organize, and review the work of staff.
2. Independently perform the most difficult grounds maintenance work.
3. Interpret, explain, and enforce department policies and procedures.
4. Safely and effectively mix and apply fertilizers, pesticides and herbicides.
5. Perform skilled irrigation and landscape maintenance and construction.
6. Operate a variety of tools, equipment and vehicles used in grounds maintenance work.
7. Care for and maintain plants, shrubs, flowers, turf, and trees.
8. Accurately identify plant material.
9. Mix, pour and finish concrete as needed.
10. Ensure adherence to safe work practices and procedures.

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11. Read and interpret landscape plans, sketches, and blueprints.
12. Understand and follow oral and written instructions.
13. Work independently with minimum supervision.
14. Communicate clearly and concisely, both orally and in writing.
15. Establish and maintain effective working relationships with those contacted in the course of work.
16. 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.

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:

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

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of a valid California Qualified Applicator's Permit for pesticides.

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.

7/22/97; 6/19/01

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Job Family: Maintenance and Operations