

PALOMAR COMMUNITY COLLEGE DISTRICT

GROUNDSKEEPER

*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.*

DEFINITION

To perform a variety of semi-skilled landscaping and grounds maintenance duties involved in the maintenance of landscaped areas on campus; to operate grounds maintenance machinery, equipment and tools; and to perform a variety of custodial tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Groundskeeper series. Employees within this class are distinguished from the Senior Groundskeeper by the performance of the full range of duties as assigned including the preparation and maintenance of college athletic fields. 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. This class is distinguished from the Senior Groundskeeper in that the latter exercises technical and functional supervision over lower level staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Supervisor Grounds Services.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Participate in a variety of landscape maintenance duties including watering, mowing, weeding, trimming, renovating and fertilizing lawns and athletic fields.
2. Plant, water and maintain landscaped areas consisting of bushes, trees, flowers and shrubs; trim and prune bushes, trees and shrubs.
3. Calibrate and apply various fertilizers and pesticides related to ornamental plant maintenance, lawn management and turf grass maintenance; prepare required pesticide usage reports for chemicals applied in assigned areas.

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4. Evaluate athletic field conditions for wear, pest problems and fertilizer needs; coordinate and schedule all maintenance and preparation of athletic fields for practices, scheduled games and special events.
5. Operate a variety of grounds maintenance and landscaping heavy equipment and power and hand tools including but not limited to mowers, edgers and blowers.
6. Test irrigation system; assist in the installation of new irrigation systems; perform minor repairs as needed.

Marginal Functions:

1. Utilize proper safety precautions related to all work performed and attend weekly safety meetings.
2. May supervise part-time, student and work release program staff.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Proper methods, materials, tools and equipment used in grounds maintenance work.

Basic plant identification, care and propagation.

Operational characteristics of mechanical equipment used in the preparation and maintenance of landscaped grounds.

Safe herbicide and pesticide application procedures.

Occupational hazards and standard safety practices.

Regulations and applicable laws regarding the use and disposal of various hazardous materials.

Ability to:

Perform general grounds maintenance and routine gardening work.

Operate a variety of grounds maintenance equipment, power and hand tools in a safe and effective manner.

Perform skilled herbicide and pesticide application.

Perform heavy manual labor.

Understand and follow oral and written instructions.

Work independently in the absence of supervision.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

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Experience and Training Guidelines

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

Experience:

Two years of increasingly responsible grounds maintenance experience.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid driver's license.

WORKING CONDITIONS

Environmental Conditions:

Field environment; exposure to potentially hazardous chemicals, heat, cold, noise, maintenance machinery and vehicles; inclement weather conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; heavy, moderate or light lifting and carrying; bending, stooping, kneeling; operating motorized equipment and vehicles.