



Classification Title: Lead Irrigation Specialist

Department:	Grounds Services	EEO6 Code:	6
Employee Group:	Classified	Salary Grade:	30
Supervision Received From:	Supervisor, Grounds Services	Date of Origin:	7/2017
Supervision Given:	General Supervision	Last Revision:	7/2017

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 by individual positions.

JOB SUMMARY.

Provides lead work direction, guidance and training to Irrigation Specialists and other assigned Grounds Services personnel; performs a wide variety of skilled, advanced journey-level duties in the installation, maintenance and repair of manual, automatic and computerized irrigation systems; cuts, threads, welds, installs and repairs a variety of pipes used in irrigation; operates equipment used in grounds maintenance.

DISTINGUISHING CHARACTERISTICS.

The Lead Irrigation Specialist is distinguished from Senior Irrigation Specialist by its responsibility for providing lead work direction to assigned employees in addition to performing duties requiring more advanced knowledge of irrigation requirements of large landscaped areas.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

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

1. Participates in training and provides day-to-day lead work direction to other assigned Grounds Services staff; assists in assigning work; ensures conformance with District, department and code standards; monitors work flow to assist in ensuring that mandated deadlines are met; provides information, guidance and training on work procedures; assists in maintaining a fair and open work environment in accordance with the District's commitment to teamwork, mutual trust and respect.
2. Installs, modifies, maintains, upgrades and repairs manual, semi-automatic and automatic irrigation systems, including pipes, valves, automatic control devices and sprinkler heads.
3. Cuts, threads, solvent welds/solders, installs and repairs PVC, copper and galvanized pipe used in irrigation systems; taps and retaps galvanized pipes and fittings.
4. Inputs, cleans and adjusts sprinkler controls for correct time and duration of operation; repairs or replaces clock motors and micro-switches in automatic timing devices.
5. Locates main lines, sprinkler lines, valves and electrical wires; performs preventive maintenance on irrigation systems; designs, plots and lays out new irrigation system installations, working from blueprints and plot plans.
6. Installs and repairs backflow prevention devices; replaces, repairs and/or overhauls main gate valves, hydraulic and electrical control valves, water mains and laterals.

7. Operates a variety of medium-weight power-driven equipment including loaders, backhoes, trenchers, tractors and power mowers.
8. Digs ditches and trenches prior to installation, maintenance and repair work; replaces soil and turf according to established procedures.
9. Assists in monitoring the work of assigned staff for completeness, accuracy and conformance with District standards; provides information, guidance and training on work processes and technical procedures; resolves or escalates issues related to department operations, scheduling and human resources-related issues; schedules, trains and tracks hours worked by assigned hourly workers and community service workers.

Marginal Functions:

1. Maintains blueprints and plot plans; maintains routine records of work orders and equipment repairs; orders and maintains an inventory of parts, supplies and materials.
2. May review and coordinate the work of contractors as assigned.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/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: Five years of increasingly responsible experience in irrigation and drainage systems, including advanced level experience.

Education/Training: Equivalent to completion of the twelfth grade with additional coursework in plumbing or irrigation systems.

Licenses/Certificates:

Possession of, or ability to obtain, an appropriate, valid California driver's license by time of appointment.

Preferred Qualifications:

1. Backflow Prevention Device Tester certification.
2. Forklift certification.

Knowledge of:

1. Methods and materials used in the installation, maintenance and repair of automatic sprinkler systems including various timing devices, controllers, valves and heads.
2. Design and layout of general irrigation systems for large landscaped areas.
3. Proper methods of pipefitting as related to sprinkler installation.
4. Sizes of pipes and fittings necessary to ensure proper volumes and pressures in irrigation systems.
5. Backflow testing.
6. Equipment and tools required in sprinkler repair and installation.
7. Water conservation techniques applicable to the operation of large turf irrigation systems.
8. Operation and maintenance of hand tools, power tools and power-driven equipment used in irrigation and grounds maintenance.

9. Shop mathematics applicable to area of assignment.
10. Correct English usage, including spelling, grammar and punctuation.
11. Recordkeeping, filing and basic purchasing procedures and expense reporting.
12. Uses and operations of computers, standard business software and specialized database and spreadsheet applications.
13. Basic practices and procedures of public administration for budgeting, purchasing and recordkeeping.

Skill in:

1. Assigning and reviewing the work of lower-level employees.
2. Training lower-level staff on irrigation tasks.
3. Making repairs and replacing PVC, galvanized and copper pipes and connections.
4. Planning, designing, determining watering requirements, and installing an effective irrigation system for a variety of locations.
5. Reading blueprints and making changes to as-built drawings.
6. Performing backflow testing.
7. Operating tools and equipment used in the repair and maintenance of irrigation systems including pipe threaders, cutters and trenching equipment.
8. Estimating time, materials and equipment required to perform assigned duties.
9. Preparing and maintaining basic records accurately.
10. Communicating effectively, both orally and in writing.
11. Understanding and following written and oral instructions.
12. Operating a computer and other standard office equipment and using spreadsheet, word processing and enterprise software.
13. Establishing and maintaining effective working relationships with those encountered in the course of work.
14. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
15. Establishing and maintaining effective working relationships with those encountered in the course of work.

WORKING CONDITIONS.

Environmental Conditions: The employee frequently works in outside weather conditions, near moving mechanical parts, on slippery and uneven surfaces; and exposed to wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is frequently loud.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to sit, stand and walk for prolonged periods; stoop, kneel, crouch or crawl; use hands to repetitively finger, handle and operate equipment; and reach with hands and arms. The employee must regularly lift and/or move up to 50 pounds, and occasionally over 100 pounds. Requires operation of District vehicles.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.