PAVEMENT AND GROUNDS
Series Specification
Grounds Maintenance Technician
Head Grounds Maintenance Technician

DEFINITION

This series specification describes two classes used to perform concrete and blacktop maintenance and repair and operate heavy equipment used in grounds maintenance.

TYPICAL DUTIES

Grounds Maintenance Technician: Under direction, paves, repairs and marks parking lots; repairs concrete and blacktop surfaces; cuts drainage ditches and back-fills, keeps drainage systems clear and in working order; erects forms for concrete work such as sidewalks; pours and finishes concrete; prepares ground for planting of lawns and shrubs by tilling, raking and leveling; cuts and finishes grades; operates power equipment such as truck, street sweeper, forklift, lawn mower, grader, bulldozer, backhoe, skidloader, ditch digger, gang mower and rototillers; services and makes minor repairs and adjustments to equipment; loads trucks with materials and equipment and delivers load to destination; may work as helper to crafts areas; performs related work as required.

Head Grounds Maintenance Technician: Supervises and coordinates the work of other grounds personnel in the maintenance and repair of pavement and grounds for the District; assumes responsibility for satisfactory completion of instructions by the Paving and Grounds Supervisor; assigns personnel to specific tasks at various locations; requisitions equipment and supplies as needed for satisfactory project completion; directs and participates in such activities as paving, repairing and marking of parking lots and athletic files; repairing concrete and blacktop surfaces; cutting drainage ditches and back-fills, keeping drainage systems clear and in working order; erecting forms for concrete work such as sidewalks; pouring and finishing concrete; preparing ground for planting of lawns and shrubs by tilling, raking and leveling; cutting and finishing grades; operating power equipment such as trucks, street sweepers, forklifts, lawn mowers, graders, bulldozers, backhoe, skidloaders, ditch diggers, gang mowers and rototillers; servicing and making minor repairs and adjustments to equipment; loading trucks with materials and equipment and delivering load to destination; may assist in craft areas; performs related work as required.

ALLOCATION FACTORS

LEVEL DESCRIPTIONS

Grounds Maintenance Technician: The first working level class of the series. Incumbents, under supervision of head grounds maintenance technician, mix, pour, and finish concrete; repair blacktop surfaces and operate heavier equipment such as graders, street sweepers, ditch diggers, bulldozers, and backhoe. They may supervise groundskeepers and head groundskeepers on a project basis as assigned.

Head Grounds Maintenance Technician: Under direction, incumbent trains and supervises other grounds maintenance staff, instructing crew in work methods on safe practices; assigns work schedules for certain projects; assists with project planning and coordination with other crafts for project completion.
QUALIFICATIONS

EXPERIENCE

<table>
<thead>
<tr>
<th>Promotional</th>
<th>General</th>
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<tbody>
<tr>
<td>Grounds Maintenance Technician</td>
<td>Grounds Maintenance Technician</td>
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<tr>
<td>Two years of experience in Los Rios CCD as a head groundskeeper or three years as a groundskeeper.</td>
<td>Three years of grounds maintenance experience involving heavy equipment operation and asphalt and concrete work.</td>
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<tr>
<td>Head Grounds Maintenance Technician</td>
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<tr>
<td>Two years of experience in Los Rios CCD as a Grounds Maintenance Technician or three years as a head groundskeeper.</td>
<td>Four years of grounds maintenance experience involving heavy equipment operation and asphalt and concrete work.</td>
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KNOWLEDGE OF

**All Levels:** Operation and care of power-driven equipment such as graders, backhoe, bulldozers, street sweepers and ditch diggers; methods of working with asphalt and concrete.

**Head Grounds Maintenance Technician:** Principles and practices of effective supervision and training; project layout techniques and material requirements; methods and practices for support, maintenance and repair of all weather tracks.

ABILITY TO (ESSENTIAL FUNCTIONS)

**All Levels:** Perform the basic functions of the position; ability to lift heavy items up to 50 pounds unassisted from floor to shoulder height; operate and make minor repairs on a variety of grounds maintenance equipment such as gang mowers, trucks, tractors and electric shears and edger’s; operate and maintain heavy grounds maintenance equipment such as graders, backhoe, bulldozers, street sweepers, and ditch diggers; construct forms and mix, pour and finish concrete; perform heavy physical labor, follow directions, work effectively with others; read and write at the level required for successful job performance.

SPECIAL REQUIREMENTS

Possession of a valid California Class A Driver’s license. Any offer of employment is contingent upon the successful completion of a medical evaluation.

Physical and Environmental Factors

May perform hard labor in temperatures above 90 degrees and in direct sunlight; work in or around major amounts of dust; frequent exposure to allergens; regularly work with or around hazardous materials (may include pesticides, degreasing cleaners, etc.); lift heavy objects with and without assistance (objects are sometimes elevated from floor level to above shoulders); frequently reach, bend, throw; climb, and maneuver in performing daily duties.