

## **GROUNDS MAINTENANCE TECHNICIAN**

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, skiploader, 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:** Oversees 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 fields; 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, skiploaders, 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 direction 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 oversee groundskeepers and head groundskeepers on a project basis as assigned.

**Head Grounds Maintenance Technician:** Under direction, incumbent trains and oversees 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

#### Promotional

#### General

#### Grounds Maintenance Technician

Two years of experience in Los Rios CCD as a head groundskeeper or three years as a groundskeeper.

Three years of grounds maintenance experience involving heavy equipment operation and asphalt and concrete work.

#### Head Grounds Maintenance Technician

Two years of experience in Los Rios CCD as a Grounds Maintenance Technician or three years as a head groundskeeper.

Four years of grounds maintenance experience involving heavy equipment operation and asphalt and concrete work.

### EDUCATION

Completion of course necessary to obtain forklift operator certificate or qualify for certificate within six months of hire.

### SPECIAL REQUIREMENTS

Within six months of hire obtain and maintain a forklift operator certificate. Possess and maintain a valid California Driver's License in compliance with Los Rios Board Regulation R-8343; employment is contingent upon meeting the requirements of Los Rios Board Regulation R-8343. This position may require operating a District or personal vehicle in order to complete assigned work within the scope of the position duties. Any offer of employment is contingent upon the successful completion of a medical evaluation.

### 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 leadership 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.

**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.