

GROUNDSKEEPER

Series Specification

Groundskeeper

Head Groundskeeper

DEFINITION

This series specification describes two classes used to perform gardening and grounds maintenance work.

TYPICAL DUTIES

Groundskeeper: Under leadership, performs general grounds maintenance work, sweeping walks and parking areas, picking up papers and rubbish, raking leaves and weeding; maintains sprinkler systems, installing and repairing sprinkler heads and lines; plants, cultivates and cares for lawns, ornamental plants, shrubs, trees and flowers; prunes trees, resods and otherwise repairs lawns and playing areas; mixes and applies insecticides and herbicides using hand-operated and power-driven sprayers; maintains athletic fields; burns and marks lines for athletic contests; assists in setups for athletic events and/or community services activities; installs sign posts, benches, parking bumpers and security gates; operates and services equipment including power sweeper, lawn mower, gang mower, rototiller, trenching machine, front-end loaders and forklift; may drive trucks, tractors; may oversee student help or temporary personnel assigned to groundskeeping; assists grounds maintenance technicians with grounds maintenance work; performs related work as required.

Head Groundskeeper: Under direction, oversees a crew of groundskeepers in lawn care, soil treatment and preparation, plant disease and pest control; oversees and assists crew in all phases of gardening work; personally performs planting, cultivating, watering, spraying and propagation of flowers, shrubs and trees; assigns duties and instructs crew in work methods and safe practices; inspects completed work; overhauls and maintains irrigation system including clocks, valves, heads and lines; assists in planning areas to be developed and landscaped; mixes different types of soils and composts for shrub beds and grass; oversees the marking and cleaning of athletic fields; operates services and makes minor repairs on equipment used in planting and grounds-maintenance, including forklift; performs related work as required.

ALLOCATION FACTORS

Variety and difficulty of assigned tasks; degree of leadership exercised and received.

LEVEL DESCRIPTIONS

Groundskeeper: The entry and first working level class of the series. Incumbents, under general direction, perform groundskeeping and gardening work including operation of gang mowers, rototillers, tractors, and electric hand grounds equipment; planting, cultivating and watering plants, shrubs and trees; repairing sprinkler systems. Incumbents may assist grounds maintenance technicians with grounds maintenance work.

Head Groundskeeper: Under direction, incumbent serves as lead person to a grounds crew, making work assignments for groundskeepers engaged in gardening and grounds maintenance; instruct personnel in the proper performance of their duties; personally participate in grounds maintenance activities; maintain and repair irrigation systems; submit reports on activities and problems.

QUALIFICATIONS

EXPERIENCE

Promotional

General

Groundskeeper

One year of experience in Los Rios CCD as a custodian or related type of work plus several horticulture classes.

One year of gardening or grounds maintenance experience.

Heads Groundskeeper

One year of experience in Los Rios CCD as a groundskeeper.

One year of lead experience in grounds keeping or two years in broad grounds keeping experience.

EDUCATION

Groundskeeper And Head Groundskeeper: Completion of courses in use of herbicides and insecticides leading to certificate or qualify for certificate within six months of hire. Courses in groundskeeping and horticulture desirable. Completion of course necessary to obtain forklift operator certificate or qualify for certificate by taking course within 6 months of hire.

SPECIAL REQUIREMENTS

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. Must hold and maintain a valid California Qualified Applicator Certificate (QAC) with B and C option (to be obtained within the first six months of employment). Within six months of hire obtain a forklift operator certificate. After six months of hire, must maintain a valid forklift operator certificate. Any offer of employment is contingent upon the successful completion of a medical evaluation.

KNOWLEDGE OF

All Levels: Methods, supplies and tools used in planting, cultivating, and caring for lawns, shrubs, plants, and trees; safe work practices.

Head Groundskeeper: Methods of instructing and leading groundskeepers in grounds maintenance and the safe use and care of equipment, herbicides, and pesticides.

ABILITY TO (ESSENTIAL FUNCTIONS)

All Levels: Perform the basic functions of the position; work outdoors; operate and make minor repairs on a variety of grounds maintenance equipment such as gang mowers, trucks, tractors and electric shears and edgers; distinguish between colors to wire sprinkler clocks; listen to sprinkler valve solenoids/beepers; listen to and participate in conversation; listen to diagnosed problems with machinery engines; listen to telephone; follow directions; work effectively with others; read and write at the level required for successful job performance including ability to read and comprehend label directions on sprays, fertilizers, etc. for safety considerations as well as appropriate application; occasionally work beyond normal hours.

Head Groundskeeper: Direct the work of others.

Physical and Environmental Factors: Perform heavy labor including walking up to eight hours a day; push and ride lawn mowers; lift heavy objects with and without assistance (objects are sometimes elevated from floor level to above shoulders); carry various types of equipment; frequently bend at waist and knees, frequently stretch while operating tools and/or equipment; climb trees and/or ladders; regularly work with hazardous materials (may include insecticides, herbicides, degreasing cleansers, etc.).