



## LEAD GROUNDSKEEPER

**Reports to:** Grounds Supervisor

**Dept:** Grounds

**Range:** 22

**FLSA:** Non-Exempt

**EEO:** Service and Maintenance

*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.*

### **BASIC FUNCTION:**

Under general supervision, lead and participate in the work of assigned staff engaged in grounds maintenance at designated district campuses including maintaining landscaped areas, roadways, parking lots, walkways, irrigation systems and sports fields. Inspect the thoroughness of their work. Perform journey level landscape construction and maintenance work related to irrigation plumbing, irrigation electrical, irrigation system design, landscape and plant material design, landscape and irrigation installation and landscape carpentry. Assist the Grounds Supervisor in developing and maintaining the pesticides application program and oversee the application of pesticides, fertilizers and other chemicals to vegetation and grounds.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Participate in selecting, training and providing day-to-day lead work direction to other staff; assign, monitor and inspect work for completeness, accuracy and conformance with district, department and legal/regulatory requirements and standards; assign and track work orders; ensure safe work practices are followed by staff; monitor work flow to ensure that mandated deadlines are being met; provide information, instruction and training on work procedures and technical/legal/regulatory requirements; provide input to supervisor on employee work performance.
2. Assist the Grounds Supervisor with the planning and scheduling of the department's maintenance operations around the college programs, classes, events and activities and implement those schedules; inspect grounds for safety issues and preventative or needed maintenance; oversee and participate in the maintenance duties to irrigate, trim, edge, aerate, mow, fertilize and renovate lawns and turf areas. Irrigate, feed, spray and cultivate around trees, shrubs and hedges; trim and prune trees, shrubs and hedges; maintain grounds including weeding, raking and maintaining assigned areas in a clean, safe and orderly condition; assist with refuse abatement.

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3. Diagnose disease and pest conditions. Assist in planning and coordination of the chemical spray programs and schedules, including spraying landscaped areas with toxic herbicides, insecticides, pesticides, fungicides and rodenticides. Prepare chemical mixtures in proper proportions; locate, trap and bait rodents; maintain accurate pesticide-use records according to federal, state and county regulations.
  4. Oversee the day-to-day work of contractors and vendors; inspect work performed; coordinate work with contractors and internal departments during the performance of work. Serve as on site point of contact for vendors and contractors.
  5. Oversee and participate in maintaining and marking athletic fields for district teams and clubs; prioritize and schedule work projects to avoid conflict with scheduled games, practices and classes; install athletic equipment as needed.
  6. Install, maintain, repair and troubleshoot all grounds irrigation systems. Inspect and evaluate the operation of existing irrigation systems and controllers; fire mains and hydrants and prioritize their maintenance. Install, repair or modify existing irrigation valves, controllers, systems, electrical wiring, mains and laterals. Utilize, amend or update irrigation system as-built where necessary.
  7. Oversee the programming of all irrigation controllers through either the centralized irrigation systems or manually programmed controllers utilizing proper water management skills and budgeting procedures according to evapo-transpiration (ET); oversee the operations of the web-based centralized irrigation program; coordinate all irrigation scheduling around campus activities.
  8. Design, plan and oversee the installation of new landscape construction projects. Plant new lawn, trees, shrubs, hedges and flowers; evaluate soil and other conditions and assist in selecting vegetation types; convert and renovate landscaped areas to more environmentally sustainable/drought-tolerant habitats.
  9. Design, plan and oversee the installation of irrigation and retrofit projects in order to maintain the proper flow, gallons per minute and pounds per square inch; ensure the accurate function and proper selection of pipe and fitting sizes and specifications.
  10. Maintain shop area, equipment and tools in a safe, clean and orderly condition; organize storage of equipment and vehicles in the facilities yard including parts inventory, tool storage and overnight cart parking. Develop and implement a preventative maintenance program for grounds tools and equipment; research and test new products; assist in final selection of equipment and products.
  11. Construct, repair, resurface and maintain concrete and asphalt walkways, curbs and ramps; mix and pour concrete; assist in planning, preparing and maintaining overflow parking areas.
  12. Maintain daily work records, hazardous materials records and restricted pesticide-use records; maintain fuel-consumption records, parts and materials inventory and work orders; attend meetings; participate in safety training.
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**OTHER DUTIES:**

1. Order and procure parts, materials and supplies as needed for day-to-day operations and assignments; forward invoices, receipts and other associated documents to the Grounds Supervisor.
2. Maintain and assist in repairing tools, small power equipment, large construction and maintenance equipment and machinery; may design, fabricate and weld as needed.
3. May oversee event set up and clean up, as needed.
4. Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

## KNOWLEDGE OF:

1. Principles, methods, terminology and practices used in landscaping, including maintenance of soil, turf, plants, shrubs and trees; methods and techniques of planting, propagating, cultivating, pruning and caring for lawns, trees, shrubs and flowers.
2. Methods, practices, techniques, tools, materials and equipment used in the construction, maintenance and irrigation of large landscaped areas, sports fields and campus grounds.
3. District policies, procedures and practices regarding public-area maintenance and public safety.
4. Landscape inspection methods, procedures, equipment and materials.
5. Methods and materials used in the design, installation, diagnostics, maintenance and repair of automatic irrigation systems including various controllers, valves and heads.
6. Electrical wiring related to irrigation controllers, flow sensors, data links, communication cards, relays, master valves and remove automatic valves.
7. Design and layout of general irrigation systems.
8. Environmental sustainability standards and practices, including the selection of drought-tolerant plants, best practices for water conservation, and storm water/irrigation runoff management.
9. Water conservation techniques applicable to the operation of irrigation systems.
10. Methods and materials used in controlling pests, insects and weeds and a working knowledge of implementing Integrated Pest Management techniques.
11. Operate, maintain, repair and train others on the use of hand and power tools and grounds equipment used in the irrigation and landscape trades.
12. State and local water restriction guidelines and other relevant laws, codes and restrictions.

13. Safety hazards and necessary safety precautions/policies sufficient to establish a safe work environment for self and others.
14. Shop mathematics.
15. Written and oral communication skills including correct English usage, grammar, spelling, punctuation and vocabulary.
16. Uses and operations of computers, standard business software and specialized database and spreadsheet applications.
17. Basic recordkeeping techniques.
18. District organization, functions, rules, policies and procedures applicable to assigned areas of responsibility.
19. Basic principles and practices of employee supervision.
20. District human resources policies and labor contract provisions.

**ABILITY TO:**

1. Assign and inspect the work of assigned staff, contractors and vendors.
2. Maintain a clean, safe and visually appealing campus environment.
3. Safely operate a variety of grounds maintenance equipment including tractors, tractor-towed/PTO powered mowers, skip loaders, scrapers, graders, ditchers, power edgers, chippers, power sweepers, turf vacuums, man lifts and forklifts, vans, electric and gas carts, riding mowers, backhoes, trenchers, skid steers, boom trucks and dump trucks.
4. Plan, layout, install and repair manual and automatic irrigation systems including basic pipe-fitting.
5. Operate tools and equipment used in the repair and maintenance of irrigation systems including pipe threaders, cutters and trenching equipment.
6. Read and interpret blueprints, specifications and architectural drawing, amend or update existing blueprints as necessary.
7. Mix and apply specialized chemicals to control and eradicate weeds, insects and other pests.
8. Estimate time, materials and equipment required to perform assigned duties.
9. Prepare and maintain records accurately.
10. Operate a computer related to area of assignment.
11. Communicate effectively, both orally and in writing.
12. Understand and follow written and oral instructions.

13. Establish and maintain effective working relationships with all those encountered in the course of work.

**EDUCATION AND EXPERIENCE:**

Graduation from high school or GED equivalent with additional coursework in horticulture, landscaping or a related field, and five years of related experience in the landscape, construction and maintenance trades; or an equivalent combination of training and experience.

**LICENSES AND OTHER REQUIREMENTS:**

A valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

Qualified Applicator's Certificate issued by the California Department of Pesticide Regulation is required within six months of appointment and must be maintained as a condition of employment.

Backhoe safety training and forklift safety training.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Work direction to Gardener/Groundskeepers, Irrigation Specialist, Refuse & Recycling Workers, student workers and/or hourly staff on an assigned project.

**CONTACTS:**

District administrators, faculty, staff, students, contractors, vendors, trade professionals, architects, construction management, police personnel and the general public.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Heavy physical labor with constant standing and walking for extended periods; walking over rough or uneven surfaces; frequent pushing, pulling, lifting and carrying of heavy objects weighing up to 75 pounds; frequent bending, stooping and kneeling; repetitive use of upper extremities on a regular basis; manual dexterity to safely operate motorized equipment and vehicles; ability to operate an electric cart to pick up/deliver supplies to various locations on campus; ability to travel to a variety of locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups from

diverse backgrounds on a regular, ongoing basis; ability to effectively work alone or as a crew member; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

**WORKING CONDITIONS:**

Outside environment in weather conditions including rain and extreme heat; exposure to sun for extended periods of time; work on slippery or uneven surfaces; work while wearing personal protection equipment including respirators, protective gloves and footwear, face shields, goggles, spray suits and rain suits; exposure to dust, dirt, oil/grease, gasoline, diesel fuel, smoke and pollen; exposure to hazardous materials such as pesticides, herbicides, solvents and other toxic chemicals and fumes; exposure to extreme noise and fumes/exhaust from equipment and vehicle operation; work with or around extremely dangerous equipment and machinery with moving parts. May be required to work at any district location with occasional evenings, holidays and/or weekends on an as-needed basis; occasional local travel may be requested.