



GROUNDS GARDENER I/II

SALARY GRADE: Level I: [C3-37](#); Level II: [C3-39](#)

DEFINITION:

Under general supervision, performs routine grounds maintenance work to ensure the proper care of lawns, landscaped areas and campus grounds; performs heavy manual labor; does related work as required.

DISTINGUISHING CHARACTERISTICS:

Grounds Gardener I

This is an entry-level position in the Grounds Gardener series involving a variety of grounds and gardening tasks performed in specific areas or as a member of a crew. Work may be assigned and supervised in such a way as to permit the performance of primarily routine duties with minimum opportunity for exercising independent judgment.

Upon evaluation and recommendation by the supervisor and final approval by the appropriate administrator, the employee may move to Grounds Gardener II after completing two years of service as Grounds Gardener I.

Grounds Gardener II

This is the second level in the Grounds Gardener series involving a variety of grounds and gardening tasks performed independently in specific areas or as a member of a crew. Positions at this level require the exercise of initiative and independent judgment.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

General Responsibilities

1. Uses safety equipment, supplies, and procedures to perform job duties as required; reports fire, sanitary and safety hazards and the need for repairs to appropriate administrator.
2. Responds to immediate safety and/or operational concerns (e.g. facility damage, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and to maintain a functional educational environment; provides reports on activities as requested by appropriate administrator.
3. Stores and shelves equipment and other supplies in conformance with various local, state, federal, and district rules and regulations; maintains equipment in a safe operating condition; maintains preventive maintenance procedures, records, and reports.
4. Directs visitors and safeguards district property; adheres to all state and federal laws and regulations regarding safety and health.
5. Attends and participates in District and/or College provided training or information sessions; incorporates new information or technology into existing job duties.
6. Shall carry a communication device, if assigned one, and be available for general duties.
7. Uses a computer for entry and retrieval of information for work assignments.
8. Communicates effectively orally, in writing, and electronically.
9. Operates equipment such as District vehicles, electric carts, electric power lifts, cardboard baler, forklift, etc.; will use ladders.
10. Transports various items (e.g. tools, equipment and supplies) for the purpose of ensuring the availability of materials required at job site.
11. Performs other related duties as assigned.

Job Responsibilities

1. Cleans pathways, parking lots and structures, sidewalks, lawns and other areas; picks up rubbish and paper.
2. Rakes or blows leaves.
3. Plants, cultivates, weeds, waters and cares for lawns, ornamental plants, shrubs, trees and flowers, prunes trees and shrubs, re-sods and otherwise repairs lawns and playing areas.
4. Sprays non-toxic applications to control pests and weeds; may assist with the spraying and dusting of insecticides and other chemicals.
5. Operates a variety of heavy equipment and other hand and power tools used in grounds maintenance i.e. tractors, mowers, chain saws, edgers, weed eaters, backpack blowers, power hedge trimmers, rototillers.
6. Cares for and performs routine preventative maintenance on all grounds equipment used in the course of work.
7. Mows, trims, and edges lawns.
8. Assists with the care and maintenance of athletic fields.
9. Assists with irrigation problems.
10. Installs new landscape planting and structures.
11. Identifies areas in need of repairs; directs the performance of repair tasks; inspects campus for unsafe conditions and cleanliness.
12. Performs landscape construction; patches asphalt, installs signs and decorative planters, sets wood and metal posts in cement, chains link fences and gates; and installs outdoor athletic equipment, structures and tents.

EMPLOYMENT STANDARDS:

Grounds Gardener I

Knowledge of:

1. Methods, materials, tools, safety practices and equipment used in grounds maintenance.
2. Landscape plant materials.
3. Common plant diseases and insect pests and approved methods and materials of control and eradication.
4. Principles and practices used in irrigation system operation and maintenance.
5. Safety factors in the operation of equipment and materials.
6. Applicable safety codes, ordinances and regulations.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Operate and maintain a variety of equipment and tools.
3. Understand and carry out oral and written instructions.
4. Observe safety requirements and safe work practices and methods as required.
5. Perform routine work involving moderate to heavy physical labor.
6. Work in an environment where there is high exposure to dust, pollens, and other allergens.
7. Ability to withstand extensive standing, walking, stooping, squatting, pushing, pulling, and climbing.
8. Establish and maintain cooperative work relationships.
9. Work independently and under minimal supervision.

Education

Equivalent to the completion of the twelfth grade.

Experience

Experience in grounds gardening work.

License or Certification

Possession of a valid class C California driver's license.

WORKING CONDITIONS:**Environment:**

1. Indoor, office environment and outdoor environment, with climate changes.
2. Hazardous conditions.
3. Exposure to pollen, dust particles, chemicals and fumes.
4. Includes travel to conduct work.

Physical Abilities:

1. Hearing and speaking to exchange information.
2. Dexterity of hands to perform the tasks required of the position.
3. Sight in order to be aware of hazards and dangers found in the nature of the work.
4. Regularly stand, walk, and sit for extended periods of time.
5. Ability to climb, stoop, kneel, reach, push, pull, grasp, and perform repetitive motions.
6. Climb ladders of varying heights.
7. Ability to maneuver in crawl spaces, attics, and utility tunnels.
8. Lift moderate to heavy objects up to 60 lbs.

Date Approved: December 2008