



## GROUNDS GARDENER, HEAD (LEAD)

**SALARY GRADE:** [C3-63](#)

### DEFINITION:

Under limited supervision, plan, schedule, inspect and assist in the work of the Grounds Gardening crew at the College; prioritizes work orders and assigns crew accordingly. Duties may involve performing the most technical and difficult maintenance tasks, as well as the operation of field maintenance equipment.

This position performs the duties of the Grounds Gardener I, II, and III in addition to performing major specialized/skilled assignments.

### 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, mowers, 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

**In addition to performing work of a Grounds Gardener I, II and III, the position will be responsible for the following duties which will account for up to 30% of the total assignment:**

1. Leads, coordinates and inspects the work of assigned grounds personnel.
2. Plans and schedules new planting and routine grounds care and watering.
3. Trains Grounds Gardeners in the planting cultivating, propagating, transplanting and care of trees, shrubs, hedges, flowers, lawns, and various ground covers or other assigned work.
4. Designs and lays out minor landscape work as necessary.
5. Estimates labor and materials for assigned projects.

6. Maintains equipment in a safe operating condition and provide directions to assure that personnel follow safety standards.
7. Properly stores and maintains accurate inventory of chemicals used in grounds work.
8. Installs, operates, and repairs irrigation systems,
9. Troubleshoots and makes minor repairs on grounds equipment.
10. Requisition materials and supplies, recommends purchase of new equipment, and maintains records
11. Schedules fertilizing, spraying, and planting activities; assists in the selection of appropriate fertilizers, herbicides and insecticides; applies fertilizer, fungicides and insecticides.

## **EMPLOYMENT STANDARDS:**

### **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. Irrigation system design and irrigation control systems and equipment.
6. Methods and materials used in the installation, maintenance, and repair of automatic sprinkler systems.
7. Sizes and specifications of pipes and fittings for proper volume and pressure.
8. Safety factors in the operation of equipment and materials.
9. 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. Read and understand technical manuals, wiring diagrams, and blueprints.
3. Analyze and diagnose system malfunctions.
4. Plan, organize, coordinate and oversee the work of assigned staff.
5. Train assigned staff on appropriate grounds maintenance techniques.
6. Maintain accurate records and reports on completed assignments.
7. Operate and maintain a variety of equipment and tools.
8. Understand and carry out oral and written instructions.
9. Observe safety requirements and safe work practices and methods as required.
10. Perform routine work involving moderate to heavy physical labor.
11. Work in an environment where there is high exposure to dust, pollens, and other allergens.
12. Withstand extensive standing, walking, stooping, squatting, pushing, pulling, and climbing.
13. Establish and maintain cooperative work relationships.
14. Work independently and under minimal supervision.

### **Education**

Equivalent to the completion of the twelfth grade. Successful completion of coursework in integrated pest control, leadership, and horticulture.

### **Experience**

Three years of experience in a comparable position, including at least one year of experience maintaining irrigation systems.

### **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.

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