



## Grounds Caretaker

Classified Range: 30

Board Approved: 11/18/21 P. 1|4

*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 within the job; however, any additional duties will be reasonably related to this class.*

### **SUMMARY DESCRIPTION**

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Performs a variety of grounds maintenance and repair work in the care and maintenance of District grounds including landscaped areas and athletic fields

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

1. Performs routine ground maintenance duties on District ground including landscaped areas and athletic fields; mows, edges, weeds and maintains lawns, fields, flowerbeds and other landscaped areas; trims and prunes shrubs, hedges, and trees; applies repellents and pesticides.
2. Maintains lawns, grounds, and other cultivated areas; prepares areas for planting by clearing, grading, fertilizing, and watering ground; prepares areas for flowerbeds by roto-tiling, weed oiling, and laying plastic; plant flowers, shrubs, trees; and lays rock.
3. Picks up leaves, paper and trash in grounds areas; cleans and removes weeds from areas such as sidewalks, parking lots, and roads; dumps trash cans; removes rodents and/or reptiles from campus area as necessary.
4. Operates a variety of grounds maintenance equipment and tools, including gang movers, roto-tillers, tractors, blowers, edger's, saws, and other similar equipment; performs equipment safety inspections.
5. Maintains and performs minor maintenance on hand and basic power mowers, sweepers, saws, and other similar grounds tools; makes minor repairs such as sharpening blades.
6. May assist in repairing potholes, mixing concrete, marking athletic fields or parking lots, moving permanent exterior furniture, digging trenches, sign or fence postholes.
7. Operates and assists in the installation, maintenance, and repair of the District's irrigation system as assigned.
8. Cleans storm drainage systems as assigned.
9. Assumes assigned responsibility for the use of application of pesticides.
10. Maintains special cultivated areas on District properties such as, but not limited to golf course greens, athletic fields, specimen areas, green belts, planters and turf areas.
11. Utilizes proper safety precautions related to all work performed.
12. Uses computers in the processing of work requests, campus/district communication, and material and/or information searches.



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13. Perform other duties related to the primary job duties.

### **MINIMUM QUALIFICATIONS**

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*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **CORE COMPETENCIES:**

##### **Environmental Exposure Tolerance**

- Performing under physically demanding conditions
- Accepts and endures the necessity of working in unpleasant or physically demanding conditions
- Shows established adaptation and performance under unpleasant or physically demanding conditions

##### **Safety Focus**

- Showing vigilance and care in identifying and addressing health risks and safety hazards
- Maintains high level of conscientious safety practice

##### **General Physical Ability**

- Using strength, endurance, flexibility, balance and coordination
- Applying motor and perceptual abilities requiring no specific technique, training or conditioning

##### **Professional and Technical Expertise**

- Applying technical subject matter to the job \*\*
- Knows the rudimentary concepts of performing the essential technical operations

##### **Adaptability**

- Responding positively to change and modifying behavior as the situation requires\*\*
- Accept and adjust to changes and the unfamiliar

##### **Innovation**

- Imagining and devising new and better ways of doing things\*\*
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried\*\*

##### **Critical Thinking**

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions\*\*



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### Informing

- Proactively obtaining and sharing information

### Mechanical Insight

- Chooses the right tool for the job
- Applies principles of mechanical advantage to get the work done
- Follows step-by-step assembly procedures, troubleshooting guides, and simple diagrams

### Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs \*\*

### Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work\*\*
- Applies skilled final touches on products

### Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware

### Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

*\*\*Lead, Advanced or Senior Level Positions*

### Education and Experience Guidelines

#### Education/Training:

- Equivalent to completion of high school.

#### Experience:

- Six (6) months of general grounds maintenance experience in at least one of the following: irrigation systems, golf course greens, pesticide application, or hardscape repair.



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### **License or Certificate:**

- Possession of a valid driver's license.
- Possession of, or ability to obtain, within eight (8) months of employment, at District's expense, a California Department of Pesticide Regulation, Qualified Applicator Certificate (QAC) for the use and application of chemical pesticides within or adjacent to District properties.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in an outdoor field environment; travel from site to site; exposure to potentially hazardous chemicals, noxious weeds and plants, pollens, insect stings, noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; works near moving mechanical parts; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a field environment; walk and stand for prolonged periods of time' frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; to frequently push, pull lift, and/or carry moderate to heavy amounts of weight up to 50 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance; dexterity of hands and fingers to operate specialized hand and power tools and equipment; operate assigned equipment and vehicles; verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.