



## Job Description

**JOB TITLE:** GROUNDS MAINTENANCE TECHNICIAN

**PAY GRADE:** CL 18

**LAST REVISED:** 6/1/2007

*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. Additional or different duties from the ones set forth below may be required to address changing business needs/practices.*

### **SUMMARY DESCRIPTION**

Under general supervision, performs a variety of skilled work in the preparation and maintenance of grounds and athletic fields; installs, maintains, and repairs sprinkler irrigation systems; constructs special landscaping or public use areas.

**REPRESENTATIVE DUTIES** - *The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Selects, plants, prunes, and trims trees, ornamental plants, shrubs, and ground covers to accomplish landscaping objectives.
2. Serves as a resource on landscape and horticultural matters; may plan, draw, and prepare land changes to conform to desired landscaping goals.
3. Removes weeds; removes trash and debris from walkways, roadways, and other areas; mows, grooms, and replants lawn areas; fertilizes turf and various landscaped areas; maintains in-ground drains and culverts.
4. Stakes, prunes, thins, and transplants turf, trees, ornamental plants, shrubs, ground covers, annuals, and bulbs; levels, cuts, fills, trenches, and excavates grounds with tractors and other rolling stock.
5. Applies fertilizers, herbicides, and pesticides to areas; places postings where pesticides are being applied; disposes of product containers per instructions and applicable environmental regulations; applies biological/organic controls for pests and weeds; sets calibration on tank sprayers, drop spreaders, and wheel driven spreaders.
6. Maintains athletic fields, areas, surfaces, and outdoor classrooms in a safe and usable condition; mows, grooms, contours, paints, and lines athletic and public use play fields to comply with required dimensions.
7. Monitors and diagnoses weed, disease, and pest problems in athletic fields, taking appropriate measures to mitigate or eliminate problems; maintains current knowledge of safe pesticide/herbicide application.
8. Interacts and coordinates with Physical Education and Athletics Division faculty members regarding classroom setup and maintenance in District athletic fields/areas; constructs, sets up, takes down, maintains, and repairs athletic activity courses, tracks, ranges, fields, and other equipment.
9. Sets up signs, scoreboards, goals, clocks, benches, trash cans, public address systems, and bleachers for athletic or other events.
10. Operates specialized and demanding machinery to dig, excavate, contour, and construct special land

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uses such as athletic fields and pedestrian parks.

11. Operates combination front loader/back hoe, trenchers, dump trucks, and equivalent machinery; inspects machinery before use to ensure proper servicing and safe operating condition.
12. Operates other demanding equipment such as jackhammers, compressors, and an array of common power tools.
13. Operates snow removal equipment to remove snow on roadways, sidewalks, and parking lots as necessary.
14. Installs, repairs, and replaces landscape irrigation systems following and interpreting blueprints, sketches, or verbal instructions; designs and prepares plans for irrigation systems and makes necessary changes to blueprints for irrigation system design compliance and to locate shutoff valves, irrigation valves, and physical layouts.
15. Installs, adjusts, maintains, and repairs electronic timers; installs, inspects, and performs major repairs to electronic and hydraulic valves and controllers; replaces and repairs a wide variety of sprinkler heads and lines by removing, disassembling, and replacing worn or broken parts.
16. Drains, flushes, cleans, and repairs water storage reservoirs and irrigation boxes from water sources on a periodic basis; performs maintenance on fire hydrants; assists with the installation of new water lines.
17. Performs scheduled operational checks, preventative maintenance, and routine servicing of grounds keeping equipment, including hand and power tools, mechanical devices, and engines and bodies of rolling stock.
18. Inspects and diagnoses equipment malfunctions and performs minor to complex repairs to equipment including internal and external components on two and four-cycle gasoline and diesel engines.
19. Repairs and rebuilds small engines, fuel and cooling systems, electrical components, running gears, and suspensions.
20. Keeps District roadways and parking lots free of litter and debris; coordinates with appropriate staff regarding purchase of asphalt, paint, signs, sign poles, concrete and asphalt patch; stripes/paints parking lots, roadways, and curbs; installs, replaces, repairs, and/or relocates traffic control signs and posts, concrete bumpers, and roadway control exit barriers; keeps tree branches from obstructing view of traffic and signs; removes graffiti; coordinates with appropriate staff regarding cleanup of hazardous materials; sets up traffic cones and barricades.
21. Coordinates with various organizational units and external groups for event support and logistics.
22. Maintains adequate inventories of ground maintenance tools, parts, and equipment; maintains records of purchases; maintains work order records and various logs, including equipment logs, supply logs, and maintenance logs.
23. Maintains current Material Safety Data Sheets for potentially hazardous materials.
24. Trains and provides work direction to assigned student workers and temporary help as assigned including the proper use of specialized and heavy equipment.
25. Performs related duties as required.

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**QUALIFICATIONS** - *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.*

**Knowledge of:**

Turf management and maintenance practices and techniques.  
Sprinkler and irrigation system design, installation, and operation.  
Repair and maintenance of grounds maintenance equipment.  
Methods of planting, cultivating, pruning, and caring for plants, trees, and lawns.  
Techniques for roadway and sidewalk repair and upkeep.  
Landscape blueprints and specifications.  
Proper and safe application of fertilizers, herbicides, and pesticides.  
Methods for preparation of athletic fields.  
Plant diseases and pests and their biological and chemical controls.  
Record keeping techniques.  
Operation, repair, and maintenance of pumps and motors used in irrigation systems.  
Operation, repair, and maintenance of engines and motors used in grounds keeping power equipment and rolling stock.  
Basic MIG, arc, and acetylene/oxygen welding techniques.  
Safe lifting techniques.  
Techniques for safe handling, storage, and disposal of hazardous materials.  
Basic supervisory techniques.

**Ability to:**

Plant, cultivate, prune, and care for plants, trees, and lawns.  
Use herbicides and pesticides safely and effectively.  
Perform roadway and sidewalk repairs, including mixing and pouring concrete, asphalt, etc.  
Manage and maintain lawns and athletic fields.  
Accurately identify turf and other plant diseases and pests and take steps to mitigate or eradicate.  
Design, install, operate, maintain, and repair sprinkler and irrigation systems.  
Accurately interpret blueprints and specifications.  
Prepare athletic fields for events.  
Maintain accurate records.  
Repair pumps and motors used in irrigation systems and gasoline engines used in lawn mowers and other power equipment, safely apply pesticides and herbicides.  
Skillfully and safely operate grounds maintenance power equipment and hand tools.  
Supervise student and/or other temporary help.  
Work independently and collaboratively.  
Follow oral and written directions.  
Read and write sufficiently to perform the duties of the classification.  
Learn grounds maintenance methods and procedures.  
Learn District policies and procedures.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*



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**Education/Training:**

Equivalent to the completion of the twelfth grade.

**Experience:**

Two years of experience in grounds maintenance.

**License or Certificate:**

Possession of a valid California driver's license.

Possession of, or ability to obtain, a Hazardous Materials Awareness Training Card.

Possession of, or ability to obtain, an Asbestos Awareness Training Certificate.

Possession of, or ability to obtain, a Bloodborne Pathogens Exposure Control Program Certificate.

**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 in both indoor and outdoor environments; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors and gases; work and/or walk on various types of surfaces including slippery or uneven surfaces. Positions may be required to work evenings, nights, and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to perform moderately strenuous manual labor; to stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull moderate to heavy amounts of weight; dexterity of hands and fingers to operate specialized hand and power tools and equipment; operate assigned equipment; to stand and walk for extended periods of time; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

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

*Johnson & Associates  
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