

MT. SAN ANTONIO COLLEGE

Human Resources

REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS****This form is used to gain approval prior to recruiting for a position.****Instructions for completing this form are located on the back.**Position: Grounds Heavy Equipment OperatorDepartment: Grounds - AthleticsTime (FTE): 100% Term (months/year): 12Work Schedule (Days, Hours): M-F 4:30 a.m.-1:00 p.m.Salary Schedule (Range): 46Background and Rationale (use back of form if additional space is needed): Continued Funded Position to provide regular care and maintenanceto college grounds/athletics to insure outdoor space is safe, attractive, andcontributes to the college mission and core values.Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). N/APlease list the Account Number(s) and Budget Amount(s) that is/are being used **to fund** this Position. **This section MUST be completed in order to provide budget for the position.**11000-622000-212000-655000-2100\$88,769Account Number(s): 11000-622000-212000-655000 100 % Amount \$ 87,466

Account Number(s): _____ % Amount \$ _____

Funding: (check all that apply) ☒ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant/temporary funded): Beginning date: _____ End date: _____

Comments: _____

Signatures:

1. Requesting Manager Signature

Date

5/12/22

4. Human Resources Signature

Date

2. Division Vice President Signature

Date

05.13.2022

5. Vice President Human Resources

Date

5/19/22

3. Chief Compliance/Budget Officer Signature

Date

☒ Funding available ☐ Funding not available Position Number: CB9996 Contract Number: _____

Comments: _____

Reviewed by President's Cabinet, the following action was taken on the above request:☐ Approved to fill immediately☐ Denied☐ ModifiedIf position **does not have funding**, provide funding directions: _____

Rationale: _____

William J. Smoggin

5.24.22

6. Signature of President/CEO

Date

☒ Continued Funded Position (ex. Vacancy)Former Employee (if applicable): Patrick EscaleraLast day of employment: 5/31/22Reason for vacancy: Promotion(Attach **Existing** Job Description)☐ Newly Funded Position Fiscal Year 22-23☐ No Existing Job Description
(Attach Draft of **New** Job Description)☒ Classified☐ Confidential☐ Supervisory☐ Administrative****For Temporary Special Project Administrators only**☐ Temporary Special Project Administrator
(Refer to AP 7135)

Temporary Special Project Administrators can only be hired through the end of the current fiscal year. These positions can be renewed each fiscal year, for up to five (5) years maximum with a status change form.

Funding From: General Fund

GROUNDS HEAVY EQUIPMENT OPERATOR

DEFINITION

Under general supervision, operates a variety of light-to heavy-duty equipment involved in the maintenance, modification, repair, and operation of District grounds; prepares and maintains the District's athletic fields and other surrounding athletic complexes; and performs a variety of tasks related to the maintenance of campus grounds, athletic fields, and other surrounding complexes.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Supervisor, Grounds. May provide technical and functional direction to other staff as required. May provide oversight and mentoring to staff helpers, substitutes, hourlies, volunteers, or newly hired staff.

CLASS CHARACTERISTICS

This is a full journey-level position responsible for operation of grounds heavy equipment that performs technical duties required to ensure that District grounds, sports fields, and facilities provide the highest level of safety for public and staff use. Incumbents in these positions receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This position classification is distinguished from the Grounds and Horticultural Technician series in that this position is primarily responsible for operating specialized heavy grounds equipment and performing tasks related to grounds maintenance on an as-needed basis; whereas, the Grounds and Horticultural Technician classifications are primarily focused on performing tasks related to the ongoing maintenance of campus grounds and athletic fields.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Safely operates a variety of light- to heavy-duty equipment used in grounds maintenance such as complex hydraulic riding mowers, skip loaders, street sweepers, aerial lifts, bucket truck, boom lift backhoes, tractor mounted with large turf-care attachments, utility vehicles, dump trucks, and trenchers.
- Prepares, maintains, and renovates athletic fields, golfing greens, and practice areas; mows, aerates, topdresses, seeds, lays sod, vacuums, and verticuts as needed.
- Safely operates a variety of power and hand tools such as line trimmers, mowers, edgers, blowers, hedge trimmers, and chain saws.
- Inspects equipment for safety before and after each use, performs minor preventative maintenance and minor repairs on grounds and heavy-duty equipment; assures proper lubrication of grounds equipment and checks all fluid levels.
- Performs a variety of landscape and grounds maintenance duties, including planting, mowing, pruning, and maintaining turf, trees, shrubs, and plants; performs weed abatement.
- Measure, layout, chalk, paint, and makes other preparations for athletic fields in accordance with specific sport specifications and requirements.
- Safely applies pesticide, herbicide and other pest management treatments; applies fertilizers to turf and landscaped areas.
- Estimates amounts of time and materials; provides recommendations regarding needed parts and supplies.
- Maintains work and material records and/or equipment log.
- Observes safe work methods and makes appropriate use of related safety equipment as required.

- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Provides needed information on how to perform certain work tasks to new employees.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Material, tools including principles, practices and methods used in preparation of golf greens and sports turf maintenance.
- Materials, tools including principles, practices and methods used in grounds maintenance.
- Safe operation and routine maintenance of light- to heavy-duty equipment such as truck/dump trucks, street sweepers, turf tractors and attachments i.e. Aerifier, vertical cutters, slicers, seeders, turf vac. and a variety of mechanized turf and landscape equipment, skip loaders, backhoe, complex riding mowers, and power tools.
- Proper use and applications of a variety of pesticides, herbicides, and fertilizers.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Occupational hazards, safety equipment and practices related to the work.
- Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, and arithmetic.
- Safe work and driving practices. English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills & Abilities to:

- Perform a variety of complex technical tasks in the preparation and maintenance of the District grounds and athletic fields.
- Skillfully and safely operate a variety of light- to heavy-duty equipment and power and hand tools used in campus grounds and athletic sports field maintenance.
- Perform basic preventative maintenance of equipment and tools.
- Troubleshoot maintenance problems and estimate materials, supplies and costs, required for repairs and maintenance projects.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
- Understand and follow written and verbal directions, instructions and safety rules and procedures.
- Maintain accurate logs, records, and basic written records of work performed.
- Operate modern office equipment including computer equipment and software programs.
- Make accurate arithmetic calculations.
- Operate a truck, and observe legal and defensive driving practices.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade, supplemented by additional coursework and training in the maintenance and repair of athletic fields and turf, and three (3) years of experience of performing grounds, heavy equipment and sports turf maintenance duties.

Licenses and Certifications:

- Possession of and ability to maintain a valid California Driver's License.

PHYSICAL DEMANDS

Must possess mobility to work in the field as well as around various District facilities, to operate a motor vehicle and drive on surface streets; strength, stamina and mobility to perform medium to heavy physical work, operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen and hearing and speech to communicate in person and over the telephone or radio. The job involves field work requiring frequent walking at landscape site areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites; lift, move, and carry materials and equipment weighing up to ~~75~~ 50 pounds and heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in the field and/or facilities and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

HAZARDS:

Employees work with and around sharp and heavy moving machinery, parts and/or attachments, heights (i.e. ladders, boom trucks, lifts), dust, falling debris, broken glass, chemical irritants, loud noise, extreme heat exposure from machinery components, operating on uneven or slippery surfaces, fumes, vapors, flammable liquids, wildlife, and dead animals.