

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 and Horticulture Technician- CampusDepartment: Grounds and Landscape ServicesTime (FTE): 100% Term (months/year): 12Work Schedule (Days, Hours): M - F 4:30 a.m. 1:00 p.m.Salary Schedule (Range): 39Background and Rationale (use back of form if additional space is needed): Continued Funded Position to provide regular care and maintenanceto college grounds, courtyards, and walkways to insure outdoor space is safe,attractive, and contributes 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.**Account Number(s): 11000 622000 212000 655000 2100100 % Amount \$ 81,524

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 [Signature]Date 10/18/21
10.20.2021

4. Human Resources Signature _____

Date _____

2. Division Vice President Signature [Signature]Date 10/28/20215. Vice President, Human Resources [Signature]Date 11/4/21

3. Chief Compliance/Budget Officer Signature _____

Date _____

☒ Funding available ☐ Funding not available Position Number: CB9892 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: _____

6. Signature of President/CEO [Signature]Date November 9, 2021
November 9, 2021☒ Continued Funded Position (ex. Vacancy)
Former Employee (if applicable): Diondre McBride
Last day of employment: 09/03/21 ☒
Reason for vacancy: Resignation
(Attach **Existing** Job Description)☐ Newly Funded Position Fiscal Year _____
☐ 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 AND HORTICULTURAL TECHNICIAN - CAMPUS

DEFINITION

Under general supervision, performs a variety of tasks related to the maintenance of campus grounds in support of instructional and learning activities. These include soil preparation, maintaining a variety of landscaping vegetation, planting, trimming, caretaking, fertilizing, weed and pest abatement and beautification. This position is responsible primarily for soft-scaping, creating and maintaining pathways, and other ornamental features. Safely operates a variety of grounds and landscaping equipment and ensures that projects are conducted in a safe manner and that the grounds are safe.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Supervisor, Grounds. Exercises no supervision of staff. May provide oversight and mentoring to staff helpers, substitutes, hourlies, volunteers, or newly hired staff.

CLASS CHARACTERISTICS

Initially under close supervision, incumbents with basic grounds-keeping experience perform routine duties required to ensure that District grounds and facilities provide the highest level of safety for public and staff use. Initially, work is usually supervised while in progress and fits an established structure or pattern and exceptions or changes in procedures are explained in detail as they arise. As experience is gained, assignments become more varied and are performed with greater independence and positions may receive only occasional instruction or assistance as new or unusual situations arise and where they are fully aware of the operating procedures and policies of the work unit. Incumbents in this class may also assist other trades on an as needed basis. This class is distinguished from the Grounds and Horticultural Technician – Athletic/Sports Fields in that the latter is responsible for the preparation and maintenance of the District's athletic fields and other surrounding athletic complexes.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Prepares soil, plants, and maintains a variety of landscaping and plant materials for the beautification of college grounds as assigned; plants, cultivates, prunes, sprays, fertilizes, and irrigates flowers, trees, grass and shrubs; hoes and pulls weeds and rakes leaves; edges walkways; sweeps, picks up and disposes of cuttings, branches, leaves, and other debris following assigned tasks.
- Ensure and maintain the healthy growth and attractiveness of diverse plant material by cultural practice; establish and maintain flower beds and care for ornamental plants, annual and perennial flowers, shrubs, trees, and campus turf.
- Uses professional pruning techniques (Pinch, thin, hedge) to appropriately shape or form vegetation for healthy growth and aesthetics.
- Assess and report the irrigation needs of the plants, trees, shrubs, and landscape to assist in healthy growth and performs minor irrigation repairs.
- Properly assess site conditions, pest problems, and apply the appropriate treatment for pest control and insect problems, weed abatement, fungi, and other hazards damaging to vegetation in accordance with all applicable requirements.
- Operates a variety of grounds maintenance equipment to fill, grade, level, roll, and prepare grounds for planting, such as various hand tools, edgers, line trimmers, blowers, hedge shears, chain saws, mowers, spreaders, sprayers, rototillers, aerators, utility vehicles, trucks, loaders, tractors, sweepers, and riding mowers; mows assigned lawn areas utilizing appropriate equipment.

- Troubleshoot minor maintenance problems and determine materials and supplies required for repairs and 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 and one (1) year of experience of performing grounds keeping 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 50 pounds, and heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS AND HAZARDS

Employees work in the field and/or facilities, including parking lots, traffic medians, and other areas in or near vehicle and pedestrian traffic. Employees 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.

**MT SAN ANTONIO COLLEGE
FY 2021-22 SALARY PROJECTION**

POSITION NUMBER	FTE	SCH RANGE	STEP	TTL MTHS	TITLE	FUND	ACCOUNT PERCENT	TOTAL SALARY	TOTAL BENEFITS	TOTAL SALARY & BENEFITS	FUNDING/COMMENTS
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CB9892	1.000	B	39	3	12	Grounds and Hort Tech-Campus	11000	100.00%	48,450	33,074	81,524	<i>Unrestricted General Fund- Ongoing</i>
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Facilities Planning & Management
(909) 594-5611, Ext. 4850

Date: 10/18/21

To: Ken Bohan, Director, Maintenance and Operations

From:  Kenneth McAlpin, Assistant Director, Maintenance and Operations

Subject: Hiring Justification

I am seeking to fill three vacant Custodian I Positions, One Grounds and Horticulture Technician Position, and One Lead Grounds Equipment Operator Position. The vacancies occurred due to the following reasons:

Custodial Department:

Arthur Paustian, Custodian I – Retirement

Aaron Koller, Custodian I – Resignation

Edgar Chavez Solis, Custodian I - Resignation

Grounds Department:

Diondre McBride – Grounds and Horticulture Technician, Campus - Resignation

Ruben Flores – Lead, Grounds Equipment Operator - Promotion

It is recommended that all positions be filled at the earliest opportunity to facilitate continued support of staffing the Custodial, and Grounds Departments at the appropriate level. Continued support will significantly contribute to regular care and maintenance of college facilities including grounds, courtyards, and walkways to insure both indoor, and outdoor space is clean, safe, attractive, and reflect the college's mission and core values.

Thank you for your consideration,