

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: Lead Grounds Equip OperatorDepartment: 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): 52Background 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 \$ 90,181

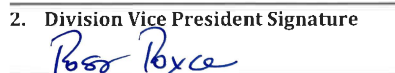
Account Number(s): _____

% 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 10/18/21
10.20.20212. Division Vice President Signature Date 10/28/21

3. Chief Compliance/Budget Officer Signature _____

Date _____

4. Human Resources Signature _____

Date _____

11/4/21

5. Vice President, Human Resources _____

Date _____

☒ Funding available ☐ Funding not available Position Number: CB9983 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 November 9, 2021
Date☒ Continued Funded Position (ex. Vacancy)Former Employee (if applicable): Ruben FloresLast day of employment: 10/15/21 ✓Reason for vacancy: Promotion(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

LEAD GROUNDS AND HORTICULTURAL TECHNICIAN

DEFINITION

Under general supervision, the Lead Grounds and Horticultural Technician, oversees, trains, and participates in the work of staff responsible for the District's athletic/sports fields and campus grounds.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the of the Director of Grounds & Transportation and direct supervision from the Supervisor, Grounds. Exercises technical and functional supervision over and provides training to assigned grounds maintenance staff.

CLASS CHARACTERISTICS

This is the advanced journey-level in the grounds equipment operator series that performs technical duties, as well as the most complex duties, required to ensure that District grounds, sports fields, and facilities provide the highest level of safety for public and staff use. Responsibilities include performing a wide variety of tasks in the maintenance, repairs, and installation of softscape and hardscape landscaping. This includes installing and maintaining turf, trees, shrubs, ground covers, and plants on-the campus grounds, ensures campus ground are clean and set-up for events in a timely manner. This class is distinguished from the Supervisor, Grounds in that the Supervisor, Grounds is the full supervisory-level class in the series responsible for organizing, assigning, supervising, and reviewing the work of assigned staff involved in maintenance operations; whereas the Lead is responsible for overseeing day to day operational activities.

EXAMPLES OF-ESSENTIAL FUNCTIONS (Illustrative Only)

- Provides lead direction, training, and work review of assigned tasks; organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of assigned work.
- Provides input into selection decisions, disciplinary matters and other personnel decisions.
- Trains staff in the proper use of grounds maintenance equipment and supplies; maintains equipment and supplies in good working condition.
- Performs a variety of grounds maintenance and landscaping duties in the beautification of assigned grounds and landscaped areas.
- Prepares, maintains, and renovates athletic fields, golf greens, and practice areas; mows, aerates, topdresses, seeds, lays sod, vacuums, and verticuts as needed; chalks, paints, and makes other preparations for athletic fields in accordance with specific sport requirements.
- Safely operates a variety of light- to heavy-duty equipment used in grounds maintenance such as mowers, tractors, skip loaders, street sweepers, aerial lifts, backhoes, tractor mounted large turf-care implements, utility vehicles, dump trucks, lifts, and trenchers; safely operates a variety of power and hand tools such as line trimmers, edgers, blowers, hedge trimmers, and chain saws.
- Performs minor preventative maintenance and minor repairs on grounds equipment; checks fluids and assures proper lubrication of grounds equipment.
- Safely applies pesticide, herbicide and other pest management treatments; applies fertilizers to turf and landscaped areas.
- Estimates labor, materials, and equipment needed for assigned projects; monitors inventory levels of materials and equipment; orders, receives, and maintains inventory of materials and equipment as needed.
- Provides recommendations regarding needed parts and suppliers.
- Records and maintains work and material records.

- Make arithmetic calculations for proper application of chemicals and materials.
- 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.
- 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/or training in landscape or sports turf maintenance and five (5) years of experience performing grounds maintenance duties. Experience which includes oversight of others and coordination of work, is preferred.

Included oversight of others and coordination of work

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

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 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
CB9939	1.000	B	39	3	12	Custodian I	11000	95.94%	46,578	31,635	78,213	UGF
CB9939	1.000	B	39	3	12	Custodian I	17241	4.06%	1,971	1,340	3,311	HEERF
									48,549	32,975	81,524	
CB9883	1.000	B	39	2	12	Custodian I	11000	96.13%	46,670	31,699	78,369	UGF
CB9883	1.000	B	39	2	12	Custodian I	17241	3.87%	1,879	1,276	3,155	HEERF
									48,549	32,975	81,524	
CB9983	1.000	B	52	6	12	Lead Grounds Equip Operator	11000	100.00%	55,002	35,179	90,181	UGF



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,