

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 & Horticultural Technician - CampusDepartment: GroundsTime (FTE): 100% Term (months/year): 12Work Schedule (Days, Hours): M-F 4:30 am- 1:00 pmSalary Schedule (Range): 39Background and Rationale (use back of form if additional space is needed): Continued funded position to provide care and maintenanceto college grounds, courtyard, and walkways to ensure outdoor space is safeattractive, 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.). _____

Please 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 \$ \$92,164

Account Number(s): _____

% Amount \$ ~~\$85,263~~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:Shannon Carter
Shannon Carter (Jul 11, 2023 14:31 PDT)Jul 11, 2023

1. Requesting Manager Signature

Date

[Signature]
4. Human Resources Signature7/20/23

Date

2. Division Vice President Signature

Date

[Signature]
5. Vice President, Human Resources7/20/23

Date

3. Chief Compliance/Budget Officer Signature

Date

07/18/23☒ 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: _____

[Signature]
6. Signature of President/CEOJuly 25, 2023
Date

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.

- Transports sand, dirt, fertilizer, fuel, pesticides, tools, equipment, and other materials to and from various sites as directed; spreads fertilizer, sand, soil, mulch, and other materials utilizing appropriate equipment.
- Performs minor preventive maintenance and minor repairs on grounds equipment; checks fluids and ensures proper lubrication of equipment; defers regular maintenance and repairs to the mechanics.
- Performs a variety of duties in the removal of litter and trash from landscape and hardscape areas, blowing, sweeping, and general debris removal of all exterior hardscape areas.
- Estimates amounts of materials and labor; provides recommendations regarding needed parts and supplies.
- Records and maintains work and material records.
- 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 and demonstrations concerning 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:

- Principles, practices, methods, equipment, materials, and tools used in grounds maintenance.
- Methods and techniques for cultivating, fertilizing, watering, and spraying of flowers, trees, and shrubs.
- Safe operation and routine maintenance of: power and various hand tools, edgers, line trimmers, blowers, hedge shears, chain saws, mowers, spreaders, sprayers, rototillers, aerators, utility vehicles, trucks, loaders, tractors, sweepers, riding mowers, and other equipment used in grounds maintenance.
- 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 and 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 practices, including safe driving rules and 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 grounds maintenance and landscaping duties in the beautification of assigned grounds and landscaped areas.
- Mow, edge, water, weed, fertilize, rake, trim, prune, and cultivate lawns, landscaped beds, and other landscaped areas.
- Skillfully and safely operate a variety of power and various hand tools, edgers, line trimmers, blowers, hedge shears, chain saws, mowers, spreaders, sprayers, rototillers, aerators, utility vehicles, trucks, loaders, tractors, sweepers, riding mowers, and other equipment used in grounds maintenance.
- Perform basic preventative maintenance of equipment and tools.

- 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.