

May 6, 2025

MT. SAN ANTONIO COLLEGE – HUMAN RESOURCES
REQUEST TO FILL – STAFF and ADMINISTRATIVE POSITIONS

(Instructions for completing this form begin on page 2)

☒ Classified ☐ Confidential ☐ Administrative

☐ Temp Special Projects Administrator (see AP 7135) ☒ Out-of-Class Assignment

A Position: Grounds and Horticultural Technician II FTE (%): 100
Division: Administrative Services Department: Facilities-M&O(Grounds)
Term (month/year): 2025 Salary Schedule (Range): 47
Work Schedule (Days, Hours): _____

B Previously Budgeted Position - Vacant (Incumbent Separated/Separating)
Incumbent name: Jesus Navarro Last date of employment: 12/30/24
Reason for vacancy: Retirement
Newly or Previously Budgeted Position - Never Filled
Fiscal Year Budget Approved: _____ Budget Source (e.g., NRA, Grant Name): _____
Out-of-Class Assignment Reason ☐ Incumbent on Leave ☒ Vacancy ☐ Back-Fill

C Rationale/Operational need for and consequence of not, filling this position (attached additional page if needed):
See attached
Area Vice President Initials: SC

D Budget information to fund this position:
Account Number: 11000-622200-212000-655000 Amount: 100 % \$ _____
Account Number: _____ Amount: _____ % \$ _____
Fund (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 (grant/temporary funded): Beginning date: _____ End date: _____
Comments / Please list any changes in the budgeted position (e.g. title, FTE, Term, etc.): _____
Fiscal Use Only: ☐ Funding available ☐ Funding not available | Position # _____ Contract # _____

E Signatures - print/sign/date (to be completed in numerical order):
1. Requesting Manager: *RD* Ruben Flores 3/28/25 DM
2. Division Vice President: *SC* Shannon Carter Apr 11, 2025
3. Applicable Human Resources Manager: *Stacy Manfredi* 4.17.25
4. Chief Compliance/Budget Officer: _____
5. Vice President, Human Resources: Recommend to fill ☒ Yes ☐ No (see attached rationale) SS 4/25/25
Initial Date

Reviewed by the President's Cabinet, the following action was taken on the above request:

☐ Approved to fill immediately ☐ Approved to fill (enter date) _____ ☐ Denied

6. President/CEO: _____

COORDINATOR, GROUNDS AND HORTICULTURAL

DEFINITION

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

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the assigned managerial personnel. Exercises technical and functional supervision over and provides direction, guidance, and training to assigned grounds maintenance staff.

CLASS CHARACTERISTICS

This is the advanced journey-level in the Grounds and Horticultural series that performs grounds duties, as well as the most complex duties, required to ensure that College 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, repair, and installation of softscape and hardscape landscaping. This includes installing and maintaining turf, trees, shrubs, ground covers, and plants on campus grounds using light- to heavy- duty electric and gas-powered equipment, ensures campus grounds are clean and set up for events in a timely manner. This class is distinguished from the Grounds and Horticultural Technician II – (Heavy Equipment) in that the Coordinator, Grounds and Horticultural is responsible for overseeing campus grounds and athletics/sports fields across the campus, technical and functional supervision of assigned grounds staff and is capable of performing the most complex duties assigned to the function.

EXAMPLES OF-ESSENTIAL FUNCTIONS Only)

1. Provides 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.
2. Provides input into selection decisions, disciplinary matters, and other personnel decisions.
3. Trains staff in the proper use of grounds maintenance equipment and supplies and athletics/sports field preparations; maintains equipment and supplies in good working condition.
4. Reviews work of assigned staff upon completion for quality control purposes; develops, implements, and monitors customer feedback; provides reports and feedback to manager; provides input and feedback for evaluations.
5. Coordinates and performs a variety of grounds maintenance and landscaping duties in the beautification of assigned grounds/landscaped areas and athletics/sports fields preparation duties.
6. Coordinates, 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.
7. Safely operates a variety of light- to heavy-duty equipment and power and hand tools used in grounds maintenance and athletics/sports fields preparations.
 8. Performs minor preventative maintenance, troubleshooting, and minor repairs on grounds equipment; checks fluids and assures proper lubrication of grounds equipment.
 9. Safely applies pesticide, herbicide and other pest management treatments; applies fertilizers to turf and landscaped areas.
 10. Performs a variety of duties in the removal of litter and trash from landscape and hardscape areas, blowing, sweeping, pressure washing, power sprayer, steam cleaning, and general debris removal of all exterior hardscape areas; performs routine and event-based solid waste and recyclables collection and disposal work.
 11. 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 and assists with budget tracking as needed.
 12. Provides recommendations regarding needed parts and suppliers.
 13. Maintains work and material records and/or logs.
 14. Observes safe work methods and makes appropriate use of related safety equipment as required.
 15. Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
 16. Provides needed information and demonstrations concerning how to perform certain work tasks.
 17. Supports and complies with federal and state laws, Board Policies, and Administrative Procedures.
 18. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
 19. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and affiliated mandated trainings, as required. Prepares and delivers oral presentations related to assigned areas if needed.
 20. Works directly with people from various ages, disabilities, socio-economic levels and ethnic groups.
 21. Maintains regular attendance.
 22. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Basic principles and practices of providing technical and functional direction and training to assigned staff.
2. Principles, practices, methods, equipment, materials, and tools used in grounds and athletics/sports fields.
3. Safe operation and routine maintenance of grounds and athletics/sports fields equipment and tools.

4. Proper use and applications of a variety of pesticides, herbicides, and fertilizers.
5. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
6. Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, basic computer skills, and arithmetic.
7. Operating and safety rules, precautions, and principles of driving and operating electric and gas-powered equipment and transportation vehicles.
8. Safe work practices, including safe driving rules and practices.
9. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic levels and ethnic groups.

Skills & Abilities to:

1. Maintain established quality control standards.
2. Train others in proper and safe work procedures.
3. Perform a variety of complex technical tasks in the preparation and maintenance of the College grounds, athletics/sports fields, and events.
4. Skillfully and safely operate a variety of equipment and power and hand tools used in grounds and athletics/sports fields maintenance.
5. Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
6. Understand and follow written and verbal directions, instructions, and safety rules and procedures.
7. Operate modern office equipment including computer equipment and software programs.
8. Make arithmetic calculations for proper application of chemicals and materials.
9. Communicate effectively through various methods.
10. Safely operate and maintain a variety of assigned College equipment and vehicles.
11. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
12. Organize own work, set priorities, and meet critical time deadlines.
13. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
14. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

1. Equivalent to the completion of the twelfth (12th) grade supplemented by additional coursework and/or training in landscape or sports turf maintenance; and
2. Five (5) full-time equivalent years of experience performing lead grounds maintenance using heavy equipment or athletics/fields preparation duties; or
3. Four (4) full-time equivalent years of experience as a Grounds and Horticultural Technician II (Heavy Equipment) at the College.

Licenses and Certifications:

1. Possession of, and ability to maintain, a valid California driver's license.
2. Possession of, and ability to maintain, valid proof of automobile insurance.
3. Successful candidate(s) will be required to take and pass a physical exam.
4. Possession of, or ability to obtain within six months of employment, AI Automation/Robotics training.
5. Possession of, or ability to obtain within six months of employment, forklift certification.

PHYSICAL DEMANDS

Must possess mobility to work in the field as well as around various College 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 fieldwork 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

Incumbents 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. Incumbents may interact with staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

Amended: 10/2024

EZ Salary Projection FY 2024-25 (50% or *more* FTE)

FTE equal or higher than 50%	
Description	Input
Select employee group	UB
Enter salary range	57
Enter months of employment	12
Enter FTE percentage	100.00%
Total Annual Cost (Salary and Benefits)	\$117,037

For Salary Ranges, please refer to the Human Resources

Website/Salary Schedules:

<http://www.mtsac.edu/hr/salary-schedule.html>

For questions, contact Christine Lam at Ext. 5428 or clam@mtsac.edu

Revised 8.22.24 (included 8.22% and 1.07% in CSEA 262, CSEA 651, CO, and MGMT)

MT. SAN ANTONIO COLLEGE
Facilities, Maintenance & Operations
GROUNDS
2024-25

