

Job Description(s) for President's Cabinet Review - April 29, 2025

Job Description	
Title:	Coordinator, Irrigation Specialist <i>(Previously Lead Irrigation Specialist)</i>
Unit:	CSEA 651
Range:	76 (Previously 64)
Synopsis:	Modification
Rationale:	The Classification Committee recommended the salary range be increased from B-64 to B-76. The job description was also revised to be more reflective of the necessary essential functions and experience and education needed to be successful in this classification; standard language was added.
Incumbent:	1
Approved?	

Martha Lane
President's Signature

May 6, 2025

Date _____

Comments:

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LEAD COORDINATOR, IRRIGATION SPECIALIST
FLSA NON-EXEMPT – B-6476
\$5,744.70 – \$7,319.10/month
\$6,466.09 - \$8,251.13/month

DEFINITION

Under general supervision leads, trains, oversees, and participates in the work of staff responsible for performing skilled technical work in installing, maintaining, and repairing sprinklers and other irrigation systems, and renovate District **College's athletic/sports fields and campus** grounds. **Maintains, programs, and repairs the central irrigation control system.**

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision **direction** from the Supervisor, ~~Grounds~~ **assigned managerial personnel**. Exercises technical and functional supervision over and provides training to assigned irrigation maintenance staff.

CLASS CHARACTERISTICS

This is the advanced journey-level in the Irrigation Specialist class series responsible for performing maintenance and repair of District **College** irrigations systems, as well as the most complex duties, to ensure that District **College** systems are maintained in a safe and effective working condition and provide the highest level of safety and utility for District **College** and public use. Responsibilities include performing a wide variety of tasks in the inspection, maintenance, and repair of assigned facilities and systems in a timely manner. This classification is designated as a **Recycled Water Site Supervisor and is also** distinguished from the Supervisor, ~~Grounds~~ **Manager, Maintenance and Operations** in that the latter is the full supervisory **managerial** level responsible for organizing, assigning, ~~supervising~~ **managing**, and reviewing the work of assigned staff involved in grounds maintenance operations.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Provides lead direction, training, and work review and evaluation to assigned irrigation staff; organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of assigned work.
2. Provides input into disciplinary matters and other personnel decisions.
3. Trains staff in the proper use of equipment, systems, and supplies; maintains equipment and supplies in good working condition.
4. Performs work in the installation, repair, inspection, and maintenance of designated irrigation systems and related parts, components and equipment; maintains a safe environment for students, staff and the public.
5. Inspects, services, and repairs irrigation controllers and related electrical components; troubleshoots ~~computerized electronic systems~~ **central irrigation control system**,

utilization of electronic testing equipment, irrigation controllers, solenoid valves, and wiring; adjusts central irrigation computer and controllers for correct programming; ensures proper amounts of water are being used; sets time clocks according to seasons, soil conditions, and water distribution rates.

6. Maintains, troubleshoots, repairs, renovates, and remodels sprinkler and hydraulic systems, including valves, sprinklers, devices, controllers, pumps, valve boxes, cross connections, **weather stations**, and related components and equipment; replaces system parts and equipment as necessary; services and replaces controller components, utilization of testing equipment.
7. Monitors **and audits** soil moisture and effectiveness of irrigation systems **and makes adjustments accordingly**.
8. Reviews blueprints to ensure compatibility and standardization of sprinkler parts, valves, water pressure guidelines, and pipes; make changes on master blueprints of sprinkler systems; plans and sketches layout of new sprinkler systems.
9. Operates a variety of power-driven equipment and tools such as saws, bobcats, backhoes, and trenchers; operates testers, gauges, and small hand and power tools; drives a vehicle to perform work.
10. Works effectively with contractors on District **College**-approved irrigation projects; seeks bids and/or estimates for proposed projects.
11. Identifies, schedules, and oversees system repairs and installation of new irrigation systems; reviews plans and inspects installation of new irrigation systems; performs periodic testing of systems.
12. 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.
13. Designs irrigation systems.
14. **Performs minor concrete work on an as needed basis and in coordination with skilled trades such as controller pedestal concrete pads.**
15. Observes safe work methods and makes appropriate use of related safety equipment as required.
16. Operates a variety of hand and power tools and equipment related to work assignment as instructed.
17. Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
18. Provides needed information and demonstrations concerning how to perform certain work tasks to new employees.
19. Prepares and maintains logs of work performed.
20. Assists other District **College** employees with various grounds and landscape projects throughout the District **College**.
21. ~~Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.~~

22. **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.**
23. **Supports and complies with federal and state laws, Board Policies, and Administrative Procedures.**
24. **Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.**
25. **Works directly with people from various ages, disabilities, socio-economic levels and ethnic groups.**
26. **Maintains regular attendance.**
27. 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 maintenance and repair of District **College** water irrigation systems **and recycled water irrigation systems**.
3. Principles of water conservation and usage relating to irrigation systems.
4. Installation, maintenance and repair of electronic **central** controllers used in irrigation systems.
5. Basic horticulture **and sport turf management** techniques.
6. Basic maintenance and repair of hand tools and equipment used in irrigation maintenance work.
7. Applicable federal, state and local laws, ordinances, regulations, and guidelines relevant to assigned area of responsibility.
8. Occupational hazards and safety equipment and practices related to the work.
9. Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, and arithmetic.
10. Safe work practices, including safe driving rules and practices.
11. ~~English usage, spelling, vocabulary, grammar, and punctuation.~~
12. Techniques for providing a high level of customer service by effectively **dealing interacting** with the public, vendors, students, and District **College** staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills & Abilities to:

1. Plan and oversee activities of assigned personnel.
2. Maintain established quality control standards.
3. Train others in proper and safe work procedures.
4. Identify and implement effective course of action to complete assigned work.

5. Perform a variety of technical tasks in the installation, maintenance and repair of water irrigation systems.
6. Inspect irrigation systems and correct or repair as necessary.
7. Maintain efficient and effective irrigation systems using principles of water conservation.
8. Perform basic preventative maintenance of equipment and tools.
9. Skillfully and safely operate a variety of power and hand tools and equipment.
10. Troubleshoot irrigation problems and determine materials, costs, and supplies required; recommend purchases.
11. Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
12. Understand and follow written and verbal directions, instructions and safety rules and procedures.
13. Maintain accurate logs, records, and basic written records of work performed.
14. Operate modern office equipment including computer equipment and software programs.
15. Read and interpret construction drawings, specifications, plans, manuals, diagrams, blueprints, and technical regulations.
16. Make accurate arithmetic calculations.
17. Operate a truck and observe legal and defensive driving practices.
18. Organize own work, set priorities, and meet critical time deadlines.
19. ~~Use English effectively to communicate in person, over the telephone, and in writing.~~
20. **Communicate effectively through various methods.**
21. **Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.**
22. Understand scope of authority in making independent decisions.
23. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
24. 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:~~

1. Equivalent to the completion of the twelfth (12th) grade; and
2. ~~three (3)~~ **Five (5) full-time equivalent** years of experience in the installation, maintenance, and repair of automatic irrigations systems; or
3. **Three (3) full-time equivalent years of experience as an Irrigation Specialist at the College.**

Licenses and Certifications:

1. Possession of and ability to maintain a valid California Driver's License.
2. **Possession of one or more of the following Irrigation Association certifications: Certified Irrigation Technician (CIT), Certified Landscape Irrigation Auditor (CLIA), and/or Certified Irrigation Contractor (CIC) is preferred.**

3. **Possession of a Landscaping Contract's License (C27) is preferred.**

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina and mobility to perform medium physical work, operate varied hand and power tools and equipment; vision to read printed materials and a computer screen ability to identify various irrigation equipment and appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves field work requiring frequent walking at operational areas and traversing uneven terrain 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. Employees **Incumbents** must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees **Incumbents** work primarily in the field 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 **Incumbents** may interact with staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.