

Job Description(s) for President's Cabinet Review - October 8, 2024

Job Description	
Title:	Coordinator, Grounds and Horticulture <i>(Previously Lead Grounds and Horticultural Technician)</i>
Unit:	CSEA 651
Range:	57 <i>(Previously 52)</i>
Synopsis:	Modification
Rationale:	The Classification Committee recommended the salary range be increased from B-52 to B-57 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 Stone  
President's Signature

October 8, 2024  
Date

Comments:

## **LEAD COORDINATOR, GROUNDS AND HORTICULTURAL TECHNICIAN**

### **DEFINITION**

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

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the ~~Director of Grounds & Transportation and direct supervision from the Supervisor, Grounds~~ **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 ~~g~~**Grounds equipment operator and Horticultural** series that performs technical **grounds** duties, as well as the most complex duties, required to ensure that District **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, repairs, and installation of softscape and hardscape landscaping. This includes installing and maintaining turf, trees, shrubs, ground covers, and plants on the 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 Supervisor, Grounds **Grounds and Horticultural Technician II – (Heavy Equipment)** 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 **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 (Illustrative Only)**

1. 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.
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 p**~~Performs~~ a variety of grounds maintenance and landscaping duties in the beautification of assigned grounds ~~and~~ landscaped areas **and athletics/sports fields preparation duties.**
6. **Coordinates, p**~~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 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~~ **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. ~~Records and m~~**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 ~~to new employees.~~
17. ~~Learns and applies emerging technologies to perform duties in an efficient, organized, and timely manner.~~
18. **Support and comply with federal and state laws, Board Policies, and Administrative Procedures.**
19. **Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.**
20. **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.**

21. **Works directly with people from various ages, disabilities, socio-economic levels and ethnic groups.**
22. **Maintain regular attendance.**
23. 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 maintenance **and athletics/sports fields.**
3. ~~Principles, practices, methods, equipment, materials, and tools used in the preparation and maintenance of the golf greens and sports turf.~~
4. Safe operation and routine maintenance of **grounds and athletics/sports fields** equipment and power tools used in grounds maintenance such as trucks, trash carts, street sweepers, tractors, loaders, backhoe, lifts, mowers, and a variety of mechanized turf and landscape equipment.
5. Proper use and applications of a variety of pesticides, herbicides, and fertilizers.
6. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
7. ~~Safe operation of equipment and practices related to the work.~~
8. Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, basic computer skills, and arithmetic.
9. **Operating and safety rules, precautions, and principles of driving and operating electric and gas-powered equipment and transportation vehicles.**
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 **interacting** with the public, vendors, students, and District **College** staff, including individuals of various ages, disabilities, socio-economic **levels** 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 action plans to complete assigned work.~~
5. Perform a variety of complex technical tasks in the preparation and maintenance of the District **College** grounds, **athletics/sports fields**, and events.
6. Skillfully and safely operate a variety of equipment and power and hand tools used in grounds and **athletics/sports fields** maintenance.
7. ~~Perform basic preventative maintenance of equipment and tools.~~

- ~~8. Troubleshoot maintenance problems and determine materials and supplies required for repairs and projects; recommend purchases.~~
9. Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
10. Understand and follow written and verbal directions, instructions, and safety rules and procedures.
- ~~11. Maintain accurate logs, records, and basic written records of work performed.~~
12. Operate modern office equipment including computer equipment and software programs.
13. Make arithmetic calculations for proper application of chemicals and materials.
- ~~14. Operate a truck and observe legal and defensive driving practices.~~
- 15. Communicate effectively through various methods.**
- 16. Safely operate and maintain a variety of assigned College equipment and vehicles.**
- 17. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.**
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. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
21. 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 (12<sup>th</sup>) 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~~  
Experience which includes oversight of others and coordination of work, is preferred.
- 3. Four (4) full-time equivalent years of experience as a Grounds and Horticultural Technician II (Heavy Equipment) at the College.**

~~Included oversight of others and coordination of work~~

#### **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 District **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**

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