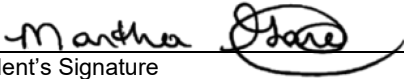


**Job Description(s) for President's Cabinet Review - November 26, 2024**

<b>Job Description</b>	
<b>Title:</b>	Grounds and Horticulture Technician I
<b>Unit:</b>	CSEA 651
<b>Range:</b>	44
<b>Synopsis:</b>	Modification
<b>Rationale:</b>	Adjustment for recruitment purposes
<b>Incumbent:</b>	8
<b>Approved?</b>	

	November 26, 2024
President's Signature	Date

Comments:

## **GROUND AND HORTICULTURAL TECHNICIAN I**

### **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/hard-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 Coordinator, Grounds and Horticultural and/or assigned managerial personnel. Provides basic instructions or training to staff.

### **CLASS CHARACTERISTICS**

This is the journey-level I in the Grounds and Horticultural class series that performs the full range of duties in the maintenance of campus grounds. Initially under close supervision, incumbents with basic grounds-keeping experience perform routine duties required to ensure that College grounds and facilities provide the highest level of safety for public and staff use. Incumbents in this class may also assist other trades on an as-needed basis. This class is distinguished from the Grounds and Horticultural Technician II (Athletics/Heavy Equipment) in that the latter is responsible for the preparation, maintenance, and operation of the College's athletic/sports fields, and grounds heavy equipment.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

1. Prepares soil, plants, and maintains a variety of landscaping and plant materials for the beautification of College grounds as assigned; mows, plants, cultivates, waters, 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.
2. Ensures and maintains the healthy growth and attractiveness of diverse plant material by cultural practice; establishes and maintains flower beds and care for ornamental plants, annual and perennial flowers, shrubs, trees, and campus turf.
3. Uses professional pruning techniques (Pinch, thin, hedge) to appropriately shape or form vegetation for healthy growth and aesthetics.
4. Assesses and reports the irrigation needs of the plants, trees, shrubs, and landscape to assist in healthy growth and performs minor irrigation repairs.
5. Properly assesses site conditions, pest problems, and applies the appropriate treatment for pest control and insect problems, weed abatement, fungi, and other hazards damaging to vegetation in accordance with all applicable requirements.
6. Operates a variety of grounds maintenance equipment to fill, grade, level, roll, and prepares 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.
7. 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.
  8. Inspects equipment for safety before and after each use, performs minor preventive maintenance and minor repairs on grounds tools and equipment; checks fluids and ensures proper lubrication of equipment; defers regular maintenance and repairs to the mechanics.
  9. Performs a variety of duties in the removal of litter and trash from landscape and hardscape areas, blowing, sweeping, pressure washing, power spraying, steam cleaning, and general debris removal of all exterior hardscape areas; performs routine and event-based solid waste and recyclables collection and disposal work.
  10. Estimates amounts of materials and labor; provides recommendations regarding needed parts and supplies.
  11. Maintains work and material records and/or logs.
  12. Observes safe work methods and makes appropriate use of related safety equipment as required.
  13. Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
  14. Supports and complies with federal and state laws, Board Policies, and Administrative Procedures.
  15. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
  16. 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.
  17. Works directly with people from various ages, disabilities, socio-economic levels and ethnic groups.
  18. Maintains regular attendance.
  19. Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Principles, practices, methods, equipment, materials, and tools used in grounds maintenance.
2. Methods and techniques for cultivating, fertilizing, watering, and spraying of flowers, trees, and shrubs.
3. Safe operation and routine maintenance of grounds tools and equipment.
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. Occupational hazards and safety equipment and practices related to the work.
7. Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, and arithmetic.

8. Operating and safety rules, precautions, and principles of driving and operating electric and gas-powered equipment and transportation vehicles.
9. Safe work practices, including safe driving rules and practices.
10. 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. Perform a variety of grounds maintenance and landscaping duties in the beautification of assigned grounds and landscaped areas.
2. Skillfully and safely operate a variety of grounds tools and equipment.
3. Troubleshoot minor maintenance problems and determine materials and supplies required for repairs and projects.
4. Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
5. Understand and follow written and verbal directions, instructions and safety rules and procedures.
6. Operate modern office equipment including computer equipment and software programs.
7. Make accurate arithmetic calculations.
8. Safely operate and maintain a variety of assigned College equipment and vehicles.
9. Organize own work, set priorities, and meet critical time deadlines.
10. Communicate effectively through various methods.
11. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
12. Understand scope of authority in making independent decisions.
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 (12<sup>th</sup>) grade; and
2. One (1) full-time equivalent year of experience performing groundskeeping duties.

**Licenses, Certifications, and Requirements:**

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.

## **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 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**

Incumbents work in the field and/or facilities, including parking lots, traffic medians, and other areas in or near vehicle and pedestrian traffic. Incumbents 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. Incumbents may interact with staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

Amended: 10/2024