

MT. SAN ANTONIO COLLEGE – HUMAN RESOURCES
REQUEST TO FILL – STAFF and ADMINISTRATIVE POSITIONS
(Instructions for completing this form begin on page 2)

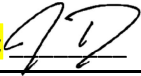
APPROVED
Hiring Prioritization
2026-27 Phase 1

PC Approved 4/7/26

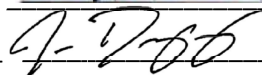
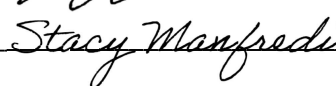
☒ Classified ☐ Confidential ☐ Administrative
☐ Temp Special Projects Administrator (see [AP 7135](#)) ☐ Out-of-Class Assignment

A **Position:** Irrigation Specialist **FTE (%):** 100
Division: Administrative Services **Department:** Facilities Maintenance & Operations
Term (month/year): 12 months/year **Salary Schedule (Range):** B-67
Work Schedule (Days, Hours): Mon-Fri, 4:30am-1:00pm

B **Previously Budgeted Position - Vacant (Incumbent Separated/Separating)**
Incumbent name: Manuel Marquez (CB9947) Last date of employment: 12/30/2024
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

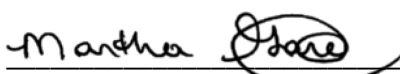
C **Rationale/Operational need for and consequence of not, filling this position (attached additional page if needed):**
Maintenance and Operations typically staffs two Irrigation Specialists and one Coordinator; however, since December 2024, support has been limited to an out-of-class assignment. A permanent position is needed to ensure continuity of operations. Responsibilities have expanded to include the farm and pasture areas, increasing workload on already limited staff. This position is critical to maintaining irrigation of sports fields and campus grounds and to mitigating water waste through timely system repairs and adjustments.
Area Vice President Initials: 

D **Budget information to fund this position:**
Account Number: 11000-622200-212000-655000-2100 Amount: 100 % \$ 131,691
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:** Daniel Madrigal  3/17/26
2. **Division Vice President:** Joe Dominguez  4/7/26
3. **Applicable Human Resources Manager:**  TDH 4/28/26
4. **Chief Compliance/Budget Officer:**
5. **Vice President, Human Resources:** Recommend to fill ☐ Yes ☐ No (see attached rationale) 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:**  Dr. Martha Garcia 5/5/2026

IRRIGATION SPECIALIST

DEFINITION

Under general supervision, performs skilled work in installing, maintaining, and repairing sprinklers and other irrigation systems to improve, maintain, and renovate District grounds.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Supervisor, Grounds.

CLASS CHARACTERISTICS

This is the journey-level in the irrigation specialist class series and is responsible for technical maintenance and repair of lawn sprinkler and hydraulic systems to support landscaping programs in and around the District grounds to ensure that all are maintained in a safe and effective working condition and provide the highest level of safety and utility for District and public use. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Lead Irrigation Specialist in that the latter is responsible for technical and functional supervision of assigned irrigation staff and is capable of performing the most complex duties assigned to the function.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Performs work in the installation, repair, inspection, and maintenance of irrigation systems and related parts, components and equipment; maintains a safe environment for students, staff and the public.
- Inspects, services, and repairs irrigation controllers and related electrical components; troubleshoots computerized electronic systems, 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.
- Maintains, troubleshoots, repairs, renovates, and remodels sprinkler and hydraulic systems, including valves, sprinklers, devices, controllers, pumps, cross connections, and related components and equipment; replaces system parts and equipment as necessary; services and replaces controller components.
- Measures soil moisture and effectiveness of irrigation systems.
- Reviews blueprints to ensure compatibility and standardization of sprinkler parts, valves, water pressure guidelines, and pipes; maintains and replaces valves; make changes on master blueprints of sprinkler systems; plans and sketches layout of new sprinkler systems.
- 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.
- Works effectively with contractors on District-approved irrigation projects.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- 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.
- Records and maintains work and material records.
- Assists other District employees with various grounds and landscape projects throughout the District facilities.

- 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 maintenance and repair of District water irrigation systems.
- Principles of water conservation and usage relating to irrigation systems.
- Installation, maintenance and repair of electronic controllers used in irrigation systems.
- Basic horticulture techniques as it relates to irrigation.
- Basic maintenance and repair of hand tools and equipment used in irrigation maintenance work.
- Applicable federal, state and local laws, ordinances, regulations, and guidelines 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 technical tasks in the installation, maintenance and repair of water irrigation systems.
- Inspect irrigation systems and correct or repair as necessary.
- Maintain efficient and effective irrigation systems using principles of water conservation.
- Perform basic preventative maintenance of equipment and tools.
- Skillfully and safely operate a variety of power and hand tools and equipment.
- Troubleshoot irrigation problems and determine materials, costs, and supplies required; recommend purchases.
- 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 and records.
- Operate modern office equipment including computer equipment and software programs.
- Read and interpret construction drawings, specifications, plans, manuals, diagrams, blue prints, and technical regulations.
- 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 two (2) years of experience in the installation, maintenance and repair of automatic irrigations systems.

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

EZ Salary Projection FY 2025-26
(50% or more FTE)
Vacancy Status

FTE equal or higher than 50%	
Description	Input
Select employee group	UB
Enter salary range	67
Enter months of employment	12
Enter FTE percentage	100.00%
Total Annual Cost (Salary and Benefits)	\$131,691

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 11.17.25 (included 3.00% in CSEA 262, CSEA 651)

MT. SAN ANTONIO COLLEGE
Facilities, Maintenance & Operations
GROUNDS
2025-2026

Vice President, Admin Services
Jose "Joe" Dominguez

Senior Director
Daniel Madrigal

Operations Manager
Ruben Flores

4:30am-1pm

Lead Landscape/Chemical
Specialist
Vacant (CB9964)

Grounds (Campus)

Coordinator, Grounds &
Horticultural
Pat Escalera

Grounds & Horticultural Technician I (9)
Vacancies (1)
Albert Navarro
Edward Castaneda
Felipe Ramos
Fernando Castellanos
Ignacio Flores
Jose Hernandez
Raul Corcuera
Robert Montoya
Steven Zamora
Vacant (CB9942)

Grounds (Athletics)

Coordinator, Grounds & Horticultural
Vacant (CB9987)-Fernando Castellanos
(OOO)

Grounds & Horticultural Technicians II
(Heavy Equipment) (4) Vacancies (1)
Bryan Stone
Guadalupe Diaz
Ren Smith
Sergio Navarro
Vacant (CB9946)

Refuse/Recycling

Refuse & Recyclable Collectors (2)
Gabriel Aragon
Juvencio Valdez (Swing)

Irrigation

Lead, Irrigation Specialist
Cesar Castaneda

Irrigation Specialists (1)
Vacancies (1)
Miguel Maciel
Ignacio Flores (OOO)
Vacant (CB9947)

