

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:** Lead Landscape/Chemical Specialist **FTE (%):** 100
Division: Administrative Services **Department:** Facilities Maintenance & Operations
Term (month/year): 12 months/year **Salary Schedule (Range):** B-64
Work Schedule (Days, Hours): Mon-Fri, 4:30am-1:00pm

B **Previously Budgeted Position - Vacant (Incumbent Separated/Separating)**
Incumbent name: Juan Jauregui (CB9964) **Last date of employment:** December 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 has not had a Lead Landscape/Chemical Specialist since December 2024, creating a gap in oversight of weed control and chemical application. In the absence of this role, responsibilities have been distributed across staff on an as-needed basis, resulting in inconsistent coverage and increased weed growth. This position is necessary to ensure safe, compliant, and effective chemical application, as well as consistent maintenance of campus grounds. Expanded responsibilities supporting the farm further strain current staffing and require dedicated oversight. Filling this position is required to mitigate operational and compliance risk and restore consistent grounds maintenance standards.
Area Vice President Initials: JD

D **Budget information to fund this position:**
Account Number: 11000-622000-212000-655000-2100 **Amount:** 100 % \$ 128,553.00
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 [Signature] 3/17/26
2. **Division Vice President:** Joe Dominguez [Signature] 4/7/26
3. **Applicable Human Resources Manager:** [Signature] 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:** Martha Garcia Dr. Martha Garcia 5/5/2026

**LEAD LANDSCAPE/CHEMICAL SPECIALIST
(CAMPUS GROUNDS AND SPORTS FIELDS)**

DEFINITION

Under general supervision, leads, oversees, and trains grounds staff (ex. Grounds and Horticultural Technicians and Grounds Heavy Equipment Operators) and coordinates with contractors, as well as faculty and managers to identify and eradicate noxious pests, insects, plant diseases, and weeds on District grounds, apply fertilizers, and implements the District's Integrated Pest Management (IPM) process and practices, in accordance with applicable state and federal law, and performs a variety of tasks and utilizes a variety of equipment in order to maintain the District's grounds and athletic/sports fields in support of instructional and learning activities. (The individual who occupies this position classification is also designated as the IPM coordinator for the District).

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Grounds & Transportation and supervision from the Supervisor, Grounds. Exercises technical and functional oversight over and provides training to assigned grounds maintenance staff.

CLASS CHARACTERISTICS

This is the advanced journey-level classification and is responsible for the full range of duties related to leading and implementing the District's Integrated Pest Management processes and practices and weed and pest control and abatement. This position classification is distinguished from the Supervisor, Grounds in that the Supervisor, Grounds position 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 associated with the District's weed and pest control and abatement programs. This position is distinguished from the Grounds and Horticultural Technician and the Grounds Heavy Equipment Operator position classifications by being directly responsible for the District's weed and pest control and abatement programs and for ensuring pesticides, fertilizers, and other chemical substances utilized in maintaining campus grounds and athletic/sports fields are managed in accordance with federal and state laws and regulations.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Serves as the Districts IPM Coordinator; oversees the chemical program and coordinates with facilities staff, management; coordinates with and oversees contractors; coordinates with managers, staff, and faculty regarding pest abatement and chemical exposure issues associated with instructional and campus events.
- Meets with inspectors and ensures that the chemical records, training, equipment, containment and practices are followed and meets standards according to federal and state laws and regulations.
- Provides training, guidance, and instruction to staff for chemical usage and appropriate landscape and cultural practices to ensure healthy plants and safe grounds.
- Provides training to staff regarding safety in the use of chemicals in accordance with state and federal regulations.
- Provides training to staff on heavy equipment and safety.
- Plans and provides training, direction, and guidance regarding campus landscape and athletics/sports field cultural practices.

- Maintains staff training records regarding the chemical program and ensures they are available for the County Inspector per federal and state laws and regulations.
- Communicates with managers, staff, and faculty and posts notices regarding pesticide application prior to treatment.
- Maintains the District's chemical and spray equipment inventory.
- Orders chemicals appropriate for best safe practices for campus and sports field needs.
- Maintains federal and state-mandated records and reports related to the application of highly toxic danger/poison, restricted and non-restricted chemical.
- Mixes and applies accurate measurements of chemical pesticides such as insecticides, rodenticide, fungicides, growth regulators, and herbicides to District campus, athletic complex, sports fields, and greens in order to control and prevent pests, weeds, and plant diseases.
- Applies fertilizers to District grounds and sport fields.
- Instructs, trains, and operates grounds maintenance and heavy equipment such as dump trucks, heavy tractors, sweepers, skip loaders, backhoes, boom lift, bucket truck, large chemical boom rig, chemical sprayers complex hydraulic riding mowers, fork lifts and certain farm equipment and attachments for the grading, airification, vertical-cut, scraping, slicing, seeding, broadcasting and digging as required.
- Operates power tools such as sprayers, chain saws, hedgers, blowers, mowers, and edger's.
- Identifies equipment needs for each assigned project.
- Maintains landscaped areas such as bushes, trees, flowers, and shrubs; trims and prunes bushes, trees, and shrubs to provide clearance of sidewalks and signs, as well as to ensure the continued health of the bushes, trees, or shrubs.
- Removes fallen trees, stumps, fallen limbs, and clears debris from walks, fields, and other facilities.
- 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.
- Records and maintains work and material records.
- Provides recommendations regarding needed parts and suppliers.
- 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.
- 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 and practices used in the safe application of restricted and non-restricted pesticides, insecticides, rodenticides, growth regulators, herbicides, and fertilizers that contain restrictive chemicals.
- State and federal laws and regulations pertaining to chemical programs and operations.
- OSHA safety, County Agriculture commissioner standards and Department of Pesticide Regulations.
- Integrated Pest Management Program IPM.
- Identification of plants, trees, turf, weeds, soils, diseases, pests, chemicals, and its active ingredients.
- Proper use dilution and mixing of chemicals. Maintains knowledge of documentation requirements (MSDS/SDS).
- Performs calculations related to proper dilution and mixing of chemicals; understands and interprets instructions provided on product labels in order to properly apply and use chemicals.

- Principles, practices, methods, equipment, materials, and tools used in grounds maintenance.
- Safe operation and routine maintenance of heavy equipment such as dump trucks, heavy tractors, sweepers, skip loaders, backhoes, boom trucks forklifts, large chemical boom rig, chemical sprayers complex hydraulic riding mowers, and certain farm equipment and attachments for the grading, airification, vertical-cut, scraping, slicing, seeding, broadcasting and digging and power tools used in ground maintenance.
- Presentation and public speaking techniques for training and communication.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to area of responsibility.
- Occupational hazards and safety equipment and practices related to the work.
- 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:

- Plan, organize, and provide training on regarding proper use of chemicals; maintenance of landscape, sports turf, and operation of heavy and light equipment
- Identify potential soil, plant, turf, and tree diseases and pest infestations and nutrient deficiencies.
- Perform skilled application of highly danger/poison restricted and non-restricted chemicals pesticides, fungicides, rodenticides herbicides, growth regulators and fertilizers.
- Write reports for County Agriculture Commissioner and Department of Pesticide Regulation.
- Understand and interpret federal and state laws and regulations related to chemical usage of restricted and non-restricted chemicals pesticides, fungicides, rodenticides herbicides, growth regulators, and fertilizers.
- Keep accurate records and make them available for the County Inspector and facilities operation.
- Implement programs for use of chemicals and IPM.
- Research chemical materials and determine proper use; perform site specific tests in order to determine effective treatments.
- Perform basic construction, modification, maintenance, and repair work.
- Troubleshoot maintenance problems and determine materials, costs, and supplies required for repairs and maintenance projects.
- 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, records, and basic written reports of work performed.
- Operate modern office equipment including computer equipment and software programs.
- Read and interpret manuals, diagrams, blue prints, and technical regulations.
- Make accurate 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 five (5) years of increasingly responsible experience and education in federal and state laws and regulations of chemical pesticide usage, including planning, training, guidance, on the application of toxic restricted material, pesticides, fungicides, rodenticides, herbicides, growth regulators, fertilizers, Integrated Pest Management procedures and practices. Experience which includes oversight of others and coordination of work, is preferred.

Licenses and Certifications:

- Possession of and ability to maintain a valid California Driver's License.
- California Qualified Applicators License

PHYSICAL DEMANDS

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

Employees work in the field and/or facilities and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, traffic, vibration, confining workspace, chemicals, heavy equipment around students and staff, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with staff, students, clubs or organizations inquiring about chemical usage, and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

HAZARDS

Working with and mixing of toxic chemicals, including those chemicals that are considered to be restricted and those that are identified as toxic, poisonous, hazardous, or dangerous. Work with poison gases, and/or around poisonous fumes. Operate powerful moving heavy equipment, moving machinery, mechanical and/or electrical hazards, heights and unlevelled surface. Work around heavy vehicle traffic.

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)

Grounds (Athletics)

Refuse/Recycling

Irrigation

Coordinator, Grounds &
Horticultural
Pat Escalera

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

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

Lead, Irrigation Specialist
Cesar Castaneda

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

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

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	64
Enter months of employment	12
Enter FTE percentage	100.00%
Total Annual Cost (Salary and Benefits)	\$128,553

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 03.26.26 (included 3.00% in CSEA, CO, and 2.3% in MN)