

## College of the Redwoods

## Position Description

Position: Groundskeeper I	Position Number:
Department: Maintenance	FLSA: Non-exempt
Reports to:	Salary Grade: 112

### **Summary**

Performs a variety of physical work involving grounds maintenance and landscape of public areas including athletic fields and pedestrian parks.

### **Essential Duties and Responsibilities**

- Plants and cultivates trees, grass, flowers, and shrubs. Sprays for control of insects, weeds, and plant diseases. Applies fertilizer as needed. Spades and otherwise prepares grounds for planting.
- Mows Lawns, trims shrubs, hedges, and trees. Hoes weeds and rakes lawns.
- Assists the Groundskeeper II with layout and planting of new garden areas.
- Operates power riding lawn movers, sprayers, common trucks, heavy equipment and other motorized equipment requiring similar skill. Maintains grounds equipment and vehicles in a safe operating condition.
- Prepares outdoor athletic space ie. mows, drags, and marks fields. Cleans and repairs fields and facilities following events. Performs general grounds clean-up including picking up paper and trash on grounds areas. Performs building maintenance and cleaning duties.
- Checks operation of, services, and assists in installation of sprinkler irrigation systems. Sets and operates sprinkler clocks to water lawns and fields.
- Checks operation of, and ensures storm drains are clear and flowing.
- Transports equipment as required using trucks and trailers sufficient to complete assigned task.
- Cleans parking lots and related areas using equipment designated for that purpose.
- Performs other duties as assigned that support the overall objective of the position.

### **Qualifications**

#### **▪ Knowledge and Skills**

Requires a basic knowledge and understanding of the procedures, methods and techniques of grounds and landscape maintenance. Must understand the procedures used in the proper application of fertilizer, herbicides, insecticides and pesticides. Requires a basic knowledge of the principles of routine operation, maintenance and repair of sprinkler irrigation systems. Requires sufficient communication skills to interact with co-workers.

#### **▪ Abilities**

Requires the ability to perform all of the essential duties of the position at an entry or journey level depending on classification. Must be able to operate and maintain grounds and landscape maintenance tools, equipment and vehicles. Must be able to calculate fertilizer and chemical application amounts and apply them in a safe manner. Must be able to operate and perform routine repairs on automatic sprinkler systems. Requires the ability to identify common plant, insect and nutrient deficiencies. Requires the ability to

obtain necessary certifications to operate District equipment. Pesticide applicators certificate is recommended.

- **Physical Abilities**

Requires the ability to perform heavy manual labor, occasionally in extreme weather conditions. Requires the ability to stand, walk and manipulate (lift, carry, move) light to medium weights of up to 50 pounds on a frequent basis and pushing, pulling, and guiding over 50 pounds on an occasional basis. Requires the ability to stoop, kneel and crouch on a continuous basis. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate equipment and read technical and safety information.

- **Education and Experience**

High School diploma or equivalent required, plus 1 year of experience in gardening, nursery work or grounds maintenance, and demonstrated experience in operation of light duty equipment.

- **Licenses and Certificates**

Requires valid Driver's License