

## College of the Redwoods

## Position Description

Position: Groundskeeper II	Position Number:
Department:	FLSA: Non-exempt
Reports to:	Salary Grade: 115

### **Summary**

Assigns, reviews, and participates with a team of Groundskeepers in providing grounds and landscape maintenance within the Maintenance department. Performs work requiring the highest skill level such as equipment operation for major projects and irrigation in addition to all other grounds keeping duties.

### **Essential Duties and Responsibilities**

- Performs all work of a Groundskeeper as well as establishes schedules and methods for providing grounds and landscape maintenance services. Reviews the progress of gardening projects.
- Provides and coordinates staff training to ensure all safety protocols are followed.
- Participates in the preparation and administration of the grounds and landscape maintenance annual plan. Monitors expenditures connected with assigned duties.
- Performs and monitors preventative and regular maintenance of gardening equipment. Requisitions supplies and equipment. Recommends acquisition of new equipment or disposal of existing equipment.
- Operates heavy equipment and trains Groundskeeper I's to operate safely.
- Prepares and maintains a variety of records and reports pertaining to work orders, work schedules, equipment repair, supplies, equipment inventory, and pesticide and herbicide use.
- Prepares estimates and specifications for contracting of landscaping work, concrete, fencing, grading and irrigation. Inspects and monitors work performed by contractors. Develops and modifies landscaping plans.
- Prepares drawings and other diagrams for grounds and landscape projects such as irrigation, beautification, play and athletic fields, etc.
- Prepares and applies chemicals and fertilizer.
- Maintains tennis court and track surfaces. Operates automatic sprinkler systems. Trouble-shoots, repairs and resets timers on sprinkler systems.
- Ensures the safe and proper application of herbicides, pesticides and fertilizer.
- Operates a variety of hand and power tools commonly used in grounds maintenance work. Operates trucks, tractors, mowers and other grounds maintenance and

construction vehicles.

- Performs related duties as assigned that support the overall objective of the position.

## **Qualifications**

### **▪ Knowledge and Skills**

Requires considerable knowledge of garden, landscape and grounds maintenance methods and techniques, including horticulture, turf maintenance, weed and pest control and irrigation systems. Requires a working knowledge of the rules, regulations or codes governing use of pesticides, fungicides and herbicides including safety considerations. Considerable skill in using hand and garden tools and operating light and medium duty equipment including those such as backhoes. Must have a working knowledge of maintenance and repair of grounds and landscaping equipment. Requires a thorough knowledge of sound safety practices for tools, equipment, materials and chemicals used in the line of work. Must have sufficient administrative and leadership, and communication skills to document work and work productively with others.

### **▪ Abilities**

Requires the ability to train, guide, and perform the same duties as Gardener I engaged in skilled to unskilled tasks. Requires the ability to issue and follow written and oral instructions and complete records and reports. Must be able to develop and project department budget needs and oversee equipment and supply inventories. Must be able to plan, organize and prioritize work in order to meet maintenance and upkeep schedules. Must be able to understand, interpret and explain College and department policies and procedures.

### **▪ Physical Abilities**

Work is always outdoors, sometimes 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, pushing, pulling, guiding over 50 pounds on an occasional basis. Stoops, kneels, and crouches on a regular 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 plus additional college level courses in horticulture, landscape or a related field required. Minimum of 4 years of experience in gardening, nursery, grounds maintenance with 2 years lead or supervisory experience required.

### **▪ Licenses and Certificates**

Requires valid Driver's License. Requires a pesticide applicators certificate issued by the Department of Agriculture.