Long Beach Community College District

CLASSIFICATION
Grounds Maintenance Worker

FLSA Status: Nonexempt
EEOC Job Category: Service Workers
Union Representation: Represented

GENERAL PURPOSE
Under general supervision, performs skilled and semi-skilled duties in the maintenance of grounds, athletic fields and other landscaped areas; installs, repairs and maintains irrigation systems for landscaped areas; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
Grounds Maintenance Workers perform a variety of skilled and semi-skilled duties in the maintenance of grounds, athletic fields and other District landscaped areas. After orientation, incumbents work independently in maintaining the upkeep, cleanliness, appearance and safety of assigned grounds and facilities.

Grounds Maintenance Worker is distinguished from Skilled Maintenance Worker in that incumbents in the latter class perform more difficult semi-skilled and skilled duties requiring knowledge of building trades methods and practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Receives work orders and determines order and priority of work completion; inspects and monitors campus for necessary grounds maintenance work to assure safety, resolve problems or notify others as appropriate.

2. Mows, trims, edges, rakes, fertilizes, aerates and waters flower beds, hedges, trees and lawns; weeds, mulches, fertilizes, irrigates and sprays lawns, trees, shrubs and flowers; prunes trees, plants and shrubs and picks up and hauls cuttings to trash bins; installs sod, reseeds, fertilizes and renovates lawns and fields; removes landscaping, trees, shrubs, grasses and plants and re-plants as necessary; monitors health and appearance of lawns, bushes, trees and flower beds and diagnoses and treats pest, disease and weed problems.

3. Cleans and maintains landscaped areas, paved areas, paths and walks; sweeps and vacuums sidewalks, driveways and parking lots and performs general grounds cleaning; picks up litter, garbage and organic debris from landscaped areas and grounds; picks up and dumps trash cans and other litter receptacles; inspects and cleans storm drains and gutters.
4. Performs a variety of routine, semi-skilled work in the installation, operation, repair and maintenance of irrigation systems for landscaped areas; inspects and services irrigation systems to ensure safe and proper operation; calibrates irrigation systems and sets irrigation clocks and timers; adjusts watering schedules according to weather; repairs sprinkler heads; hand waters patio and library planters.

5. Mixes and applies various herbicides and pesticides; prepares reports as required.

6. Operates a variety of grounds maintenance equipment and hand tools, including mowers, trimmers, edgers, leaf blowers, power shears, chain saws, sprayers and weed eaters; maintains and performs minor repairs and maintenance on grounds equipment.

7. Lines tracks and playing fields, when assigned.

8. Maintains routine records of work orders and equipment repair.

**OTHER DUTIES**

1. Operates vehicles to travel to various District sites and ensures proper maintenance of District vehicles.

2. Performs a variety of groundskeeping-related maintenance tasks.

3. Assists in setting up for events and picking up and delivering supplies as needed.

4. Disposes of rodents and dead animals from grounds.

**QUALIFICATIONS**

**Knowledge of:**

1. Basic grounds maintenance procedures including mowing, edging, raking and weeding.

2. Safe work procedures in the operation of hand and power tools and equipment.

3. Cultivating, fertilizing, watering and spraying flowers, trees and shrubs.

4. Herbicides, pesticides and other chemicals used in grounds maintenance.

5. Operation and maintenance of hand and power tools and equipment used in grounds keeping.

6. Methods and materials used in controlling pests, insects and weeds.

7. Methods and procedures for the installation, maintenance and repair of irrigation systems.

**Ability to:**

1. Perform semi-skilled grounds maintenance duties including prioritizing and scheduling work on school grounds and athletic fields.

2. Work independently and use sound judgment in performing grounds maintenance activities.

3. Mow, edge, water, weed, fertilize and cultivate lawns, flower beds, athletic fields and other landscaped areas.
4. Maintain and repair sprinklers watering systems.
5. Mix and apply specialized chemicals to control and eradicate weeds, insects and other pests.
6. Operate a variety of power and hand tools and light motorized equipment including tractors, power mowers, edgers and weed eaters.
7. Understand and follow oral and written directions.
8. Maintain routine records.
9. Establish and maintain effective working relationships with District management, staff and others encountered in the course of management.

**Education, Training and Experience:**
A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and two years of grounds maintenance experience; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**
A valid California Class C driver's license and the ability to maintain insurability under the District’s vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**
The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**
While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is frequently required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds, and occasionally lift and/or move over 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Mental Demands**
While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve basic problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with District management, staff and others encountered in the course of management. The employee is occasionally required to deal with dissatisfied or quarrelsome individuals.
WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee regularly works in extreme outside weather conditions, near moving mechanical parts and frequently works on slippery and uneven surfaces. The employee is frequently exposed to wet and/or humid conditions, vibration, and street/road traffic. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock. The noise level is frequently loud.