PALOMAR COMMUNITY COLLEGE DISTRICT

SENIOR GROUNDSKEEPER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To lead, oversee and participate in the more complex and difficult work of staff responsible for a variety of skilled landscaping and grounds maintenance duties involved in keeping the campus clean and maintained; and to perform a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Groundskeeper series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including exercising technical and functional supervision over assigned staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Supervisor, Grounds Services.

Exercises technical and functional supervision over lower level assigned staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Lead, plan, train and review the work of staff responsible for skilled landscaping and maintenance duties including watering, mowing, weeding, trimming, renovating and fertilizing lawns and athletic fields.

2. Plan, direct and participate in lawn irrigation operations; coordinate repairs as needed with the Irrigation Specialist.

3. Supervise the use of and operate various grounds maintenance equipment including mowers, edgers, blowers; maintain all hand tools and equipment.
4. Train assigned employees in their areas of work in groundskeeping methods, techniques and in the set up and use of equipment.

5. Schedule all lawn maintenance procedures; monitor lawn growth rates and adjust schedule for lawn care.

6. Evaluate lawn areas for safety concerns, wear, pest problems and fertilizer needs; coordinate the application of pesticides for pest control.

7. Schedule aeration and fertilizing; calibrate and apply various fertilizers; record and track usage of fertilizers.

8. Inspect and prepare all lawn maintenance equipment prior to use.

9. Coordinate with assigned department for flood control procedures.

10. Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specification.

11. Ensure the adherence to safe work practices and procedures.

**Marginal Functions:**

1. Respond to public inquiries in a courteous manner; provide information within area of assignment; resolve complaints within area of responsibility in an efficient and timely manner.

2. Estimate time, materials and equipment required for assigned jobs; requisition materials as needed.

3. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of a grounds maintenance program.

Principles of lead supervision and training.

Methods and techniques of herbicide and pesticide application.

Operational characteristics of grounds maintenance equipment and tools.

Occupational hazards and standard safety practices.

Regulations and applicable laws regarding the use and disposal of various hazardous materials.
Ability to:

Lead, organize and review the work of staff in the area of work assigned.
Independently perform the most difficult grounds maintenance work.
Interpret, explain and enforce Department policies and procedures.
Operate a variety of grounds maintenance equipment, power and hand tools in a safe and effective manner.
Perform skilled herbicide and pesticide application.
Perform heavy manual labor.
Work independently in the absence of supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**
Three years of increasingly responsible grounds maintenance experience.

**Training:**
Equivalent to the completion of the twelfth grade.

License or Certificate
Possession of, or ability to obtain, an appropriate, valid driver's license.

**WORKING CONDITIONS**

**Environmental Conditions:**
Field environment; exposure to potentially hazardous chemicals, heat, cold, noise, maintenance machinery and vehicles; inclement weather conditions.

**Physical Conditions:**
Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; heavy, moderate or light lifting and carrying; bending, stooping, kneeling; operating motorized equipment and vehicles.