



GROUNDS WORKER, LEAD

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Service/Maintenance	PEU Local 1	61	07/01/2017	Classified	1 of 3

DEFINITION

To perform skilled and lead work in the maintenance, repair and modification of grounds; to perform a variety of mechanical repairs and preventative maintenance; to perform a variety of skilled landscaping and turf maintenance duties; and to operate a wide variety of equipment in the maintenance of campus grounds.

DISTINGUISHING CHARACTERISTICS

Grounds Worker I – Positions in this classification are task focused and require a basic understanding of landscaping and turf maintenance duties. Employees are trained on specific work activities with little latitude to vary work sequence.

Grounds Worker II – Positions in this classification provide skilled gardening care and grounds maintenance involving trees, lawns, turf, shrubs, hedges, ground cover, flowers and athletic fields.

Grounds Worker, Lead - Positions in this classification act as a lead and provide direction to lower-level staff in general gardening care and grounds maintenance at a college site, including the care and upkeep of a variety of athletic facilities. Provides guidance and instruction on techniques, methods and procedures for accomplishing assigned tasks and solving problems.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants or other assigned staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Oversees and participates in all phases of landscape maintenance work; assigns specific tasks; assists work of other staff in maintenance tasks as required.
- Inspects and reviews the work of other staff.
- Requisitions materials and supplies; recommends purchase of new equipment.
- Identifies areas in need of repairs; directs the performance of repair tasks; inspects campus for unsafe conditions and cleanliness.
- Schedules fertilizing, spraying and planting activities; assists in the selection of appropriate fertilizers, herbicides and insecticides; mixes and sprays fertilizers, herbicides and insecticides.
- Operates power mowers, edgers, sprayers, forklifts, tractors, chain saws and related equipment.
- Schedules sprinkler usage to ensure proper irrigation; inspects grass areas and athletic fields for proper maintenance.
- Diagnoses and repairs complete automated irrigation systems, including design and installation.
- Trains assigned staff; keeps time records and maintains employee schedules.
- Performs mechanical repairs and preventative maintenance on mowing equipment, hand and power tools and other grounds and gardening equipment.



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- Performs complete tree, shrub and plant care, including watering, weeding, trimming, aerating and fertilizing lawns; planting and pruning shrubs, trees and flower beds.
- Coordinates with representatives of contracted companies to set up services such as garbage removal, tree removal and special landscaping projects.
- Coordinates inspections with the Contra Costa County Agriculture Department; reports on all usage of herbicides and pesticides.
- Coordinates inspections with Contra Costa County Department of Sanitation for recycled irrigation water.
- Responds to inquiries from the general public.
- Ensures grounds are kept clean and free of debris and trash; ensures exterior trash cans are emptied, as needed.
- Installs electric pumps; repairs and adjusts main pump station.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Materials, methods, practices and equipment used in landscape and grounds maintenance work.
- Procedures and techniques used in the planting, cultivating, propagating, fertilizing and routine trimming of trees, shrubs, flowers and lawns.
- Plant and turf pests and diseases and methods for their control and eradication.
- Electric and hydraulic clock installation and repair.
- Maintenance and repair of a wide variety of equipment.
- Principles and practices of supervision and training.
- Basic construction and repair methods.
- Safe work practices.

Skill/Ability to:

- Lead personnel in the performance of grounds repair and upkeep tasks.
- Operate, maintain and repair a variety of motorized and non-motorized equipment used in grounds work.
- Identify problems and supervise their correction.
- Perform heavy manual labor, including lifting and moving items weighing up to 50 pounds.
- Oversee, train, schedule and organize work of others.
- Develop and maintain necessary written records, logs, schedules and procedures.
- Perform tasks in landscape maintenance work, including heavy manual labor.
- Mix and apply herbicides.
- Perform tasks and routine supervisory duties independently in the absence of direct supervision.



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- Understand safe and legal methods of removal and/or deterrence of animals and insects from campus.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

EXPERIENCE AND TRAINING

- Four (4) years of increasingly responsible work performing grounds-keeping/landscaping duties, including maintenance and repair of various types of equipment.

EDUCATION/LICENSE OR CERTIFICATE

- Possession of a high school diploma/GED or the equivalent, supplemented by courses in supervision and/or landscaping.
- Possession of, or ability to obtain, an appropriate, valid California driver's license.
- Possession of, or ability to obtain an appropriate, valid forklift operator's certificate.
- Possession of, or ability to acquire by date of hire, an appropriate, valid California pesticide applicator's certificate.

Adopted: 07/01/17