

PERALTA COMMUNITY COLLEGE DISTRICT - June, 2000

CLASSIFIED JOB DESCRIPTION

**GROUNDWORKER-GARDENER
(IUOE Local 39 Salary Range 36)
Job Code: 064**

CLASS PURPOSE

Under general supervision, the Groundworker - Gardener performs a variety of skilled gardening and grounds maintenance duties maintaining Athletic complexes, landscaped areas and/or campus grounds.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Cultivates, waters, fertilizes, and trims lawns, shrubs, hedges, trees and ground cover.
- Sprays shrubs, trees, weeds and lawns.
- Prunes trees and other plants.
- Performs varied duties in the planting, transplanting, fertilizing and propagation of ornamental plants.
- Mows and edges lawns, using hand and power equipment, including gang mowers.
- Uses hand tools to work soil and to remove weeds, undergrowth, and debris from grounds and landscaped area.
- Sweeps walkways, driveways and parking lots using street sweeper, and picks up paper and rubbish, and empties garbage cans.
- Assists in the installation of landscaping projects.
- Renovates athletic facilities and other landscaping.
- Helps in the installation of and repair of sprinkler systems.
- Cleans drainage and other similar areas.
- Prepares and maintains softball, baseball, football and soccer fields.
- Mounts signs.
- Checks and services mowing tractor, power mowers, trimmers, and all gardening equipment.
- Lubricates and sharpens mowers.
- Makes adjustments to and repairs sprinkler systems.
- Trims trees from ground and ladder, using tree saw, chain saws and loppers.

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- Sprays chemicals.
- Drives district vehicles to haul supplies and equipment to and from work areas.
- May perform general custodial duties either seasonally or incidental to grounds-keeping activities.
- May dig post holes and trenches.
- Performs minor maintenance and repair to power mowers, edgers, rototillers, vacuum sweepers, etc.
- May perform minor asphalt repair work.
- May install sign posts.
- Performs minor fence repair.
- May stripe parking lots.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. One (1) year of continuous full-time paid professional experience performing commercial grounds-keeping and gardening duties or any combination of training and experience that could likely provide the desired knowledge and abilities.
2. Must possess a current valid California Department of Motor Vehicle Driver’s License.
3. Must be insurable under Peralta Community College District's current insurance policy.
4. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges’ students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Knowledge of:
 - safety procedures, methods, supplies, and tools used in planting, cultivating, and caring for lawns, shrubs, and trees
 - gardening materials, tools, and equipment
 - common plant diseases, ant insect pests, and approved method of materials used for controlling an eradication
 - District's educational mission
 - plant cultivation, irrigation, spraying, and fertilization
 - operation and maintenance of motorized equipment used in grounds maintenance work
 - using computer to input/update work orders
 - soil preparation
- Ability to:
 - perform skilled grounds maintenance work

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- operate and maintain power mowers and other grounds maintenance equipment
- establish and maintain cooperative relationships with those contacted in the work
- safely use the hand and power tools of gardening and grounds-keeping work
- perform heavy physical labor
- follow verbal and written directions

ENVIRONMENTAL DEMANDS

- Occasional work performed in extreme cold, heat, and dryness.
- Occasional work performed in humid conditions.
- Occasional work performed in confined spaces.
- Frequent work performed alone.
- Occasional use of pesticides.
- Frequent work performed in wet conditions.
- Frequent work performed at elevated heights and with noise.
- Frequent use of moving and vibrating equipment.
- Frequent use of motor vehicle on campus property.
- Frequent work performed with people.

MENTAL REQUIREMENTS

- Must be able to communicate in English (speaking, writing, and reading) at a level to safely and effectively perform the essential functions of positions in the Groundswoker series.

PHYSICAL REQUIREMENTS

- Occasional sitting and climbing of stairs.
- Frequent lifting and carrying (up to 50 lbs.) and pushing and pulling (up to 100 lbs.).
- Frequent climbing of ladders.
- Frequent use of balance.
- Constant standing and walking.
- Frequent use of oral communications.
- Frequent use of visual acuity.
- Frequent use of manual dexterity.
- Occasional work performed at a rapid pace.
- Frequent stooping and body twisting.

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TOOLS AND EQUIPMENT USED

- Frequent use of protective clothing and equipment.
- Frequent use of a motor vehicle (e.g., van, tractor, truck or cart).
- Frequent use of hand and power tools (e.g., gang mowers, edger, trimmers, saws, loppers, sprayers or other related tools and equipment).

Revised: N/A