

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Groundskeeper	Range:	29
Date Revised:		Date Approved:	April 8, 2003

PRIMARY PURPOSE

This position is responsible for performing general maintenance duties on District grounds including landscaped areas, athletic fields and facilities.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Plants, maintains and mows lawns; trims and prunes shrubs, hedges and trees; edges lawns and borders.
2.	Waters landscaped areas including lawns, shrubs and trees; rakes leaves and pulls weeds.
3.	Prepares and cultivates soil for planting using fertilizers as needed; sprays herbicides and pesticides according to established procedures; sets traps for pest control.
4.	Participates in sprinkler installation, maintenance and repair; may prepare and restore grounds for various grounds-related projects as assigned.
5.	Prepares and maintains athletic fields and related facilities; cleans and maintains gutters and storm drains; removes paper, trash and other debris from grounds areas.
6.	Assists in setting up equipment and facilities for special events; maintains routine records related to work activities.
7.	Operates and maintains a variety of hand and basic power equipment including mowers, edgers, pruners, power sweepers, blowers, forklifts, trucks, and other grounds equipment.
8.	Learns and applies emerging technologies and as necessary to perform duties in an efficient, organized, and timely manner.
9.	Performs related duties as assigned.

OTHER FUNCTIONS

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WORKING RELATIONSHIPS

The Groundskeeper completes assigned tasks under the direction of a supervisor.

EDUCATION AND EXPERIENCE

High school diploma or equivalent

Sufficient grounds experience to demonstrate the knowledge, skills and abilities listed below.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of tools, materials and equipment utilized in groundskeeping work

Knowledge of common plants found on District grounds

Knowledge of cultivating, fertilizing, watering and spraying trees, shrubs and flowers

Ability to operate and maintain grounds equipment and sprinkler systems

Ability to learn and maintain appropriate record-keeping techniques

Ability to use assigned methods for control and eradication of plant pests, rodents and weeds

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to understand and follow oral and written directions

Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

A valid California's Driver License

TRAINING REQUIREMENTS

Electric Cart Certification

WORKING CONDITIONS

Outdoor environment; subject to adverse weather conditions; subject to frequent lifting (up to 70 lbs. unassisted), standing, bending, carrying, pushing and pulling; exposure to high levels of noise from equipment; exposure to hazardous chemicals and materials as well as various insects. May be required to wear a respirator or other safety equipment in execution of duties.
