

JOB DESCRIPTION



Position Title: Grounds Technician I

Department: Facilities

Employment Category: Non-Exempt Staff

Primary Location: Sierra Vista Campus or
Douglas Campus

FLSA Classification: Non-Exempt

Remote Work Eligible: No

Parameters: 40 Hours/Week; 12 Months/Year **Pay Grade:** NE05

Position Summary: The Grounds Technician I is responsible for maintaining college grounds, including performing landscaping, hardscaping, installation and control of sprinkler and irrigation systems; applying fertilizers, pesticides, fungicides and herbicides according to regulations; provide for a safe, clean, and aesthetically pleasing campus.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Performs grounds installation, assessment and maintenance operations; monitors health and appearance of flowers, shrubs, trees and lawns, and takes appropriate corrective action when needed; plants and prunes flowers, shrubs and trees; removes weeds, as well as dead, diseased or injured plantings; maintains lawns and/or athletic fields to include mowing, thatching, aeration, seeding, fertilization and herbicide application; performs hardscaping, storm drainage and water harvesting activities

Installs, maintains and repairs sprinkler and irrigation systems; inspects and adjusts sprinkler and irrigation system components to optimize coverage and adequate watering; maintains and repairs control valves, strainers, check valves, PVC piping and/or poly-tubing distribution systems, risers, sprinkler heads and emitters to assure proper operation in accordance with industry standards

Installs and programs irrigation controllers and software; monitor irrigation adequacy and adjust schedules to prevent under- and over-watering conditions; monitor weather forecasts and manually adjust irrigation timers not controlled by software; maintains campus weather stations ensuring operability and connectivity to network and controllers

Applies fertilizers and herbicides to manage growth and control pests; assures chemicals are properly stored and used in accordance with regulations; maintains and repairs spray equipment to ensure accurate and safe application of herbicides and fertilizers

Performs routine road, parking lot and road sign maintenance and repair; cleans and maintains paved areas, paths, walkways and stairways; verifies roof drain and storm water system is functional and makes recommendations to correct identified deficiencies

Maintains sewer-settling ponds; removes vegetation in and around ponds; prevents erosion and monitors for burrowing animals and seepage; prevents unauthorized access by ensuring physical integrity of fencing, gates and signage; ensure control structures are functioning and not leaking; add nutrients to settling ponds as needed

Operates various equipment such as tractors, turf equipment, powered hand tools and other related landscape tools in a safe and efficient manner; performs routine maintenance and minor repair of equipment and hand

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tools; conducts routine lubrication, filter cleaning, tools sharpening, battery and tire maintenance to extend the life of equipment and tools
Responds to emergency calls, tasking and work orders, as assigned by supervisor

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:

High School Diploma or equivalent

Three years related experience working in grounds maintenance, irrigation systems, landscaping and hardscaping

Possess a licensed applicator certification

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures

Knowledge of general grounds keeping practices and irrigation systems

Knowledge of herbicide/pesticide application regulations

Ability to operate and maintain grounds and heavy equipment

Skill in mixing and application of pesticides, herbicides, and fertilizers

Ability to organize, prioritize, and follow multiple tasks through to completion with attention to detail

Ability to work independently while contributing to team environment

Ability to analyze problems, identify solutions and take appropriate action, resolve problems using independent judgment and decision-making processes

Ability to establish and maintain effective working relationships with supervisors, other departmental staff, students, department of correction personnel/inmates, and the public

Work Environment: Work is primarily performed under general supervision and may require working early morning shifts in a variety of climatic conditions. May work with potentially hazardous chemicals that could include, but are not limited to, fertilizers, pesticides, and herbicides.

Physical Requirements: Essential functions of this position require: manual dexterity, ability to communicate, lifting, kneeling, squatting, climbing, crawling, stooping, turning/twisting, balancing, reaching and handling with varying frequencies.

Heavy work: Occasional lifting and carrying objects up to 75 pounds, Frequent lifting and carrying, pushing, or pulling objects weighing up to 50 pounds; and/or continuous lifting, carrying, pushing, or pulling 10-20 pounds.

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

Reports To: Building and Grounds Manager

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.