

**San Jose · Evergreen Community College District
Classified Job Description**

Position: Groundskeeper I

Department: Grounds/Facilities

Location: District Office

Date: February 13, 2008

POSITION PURPOSE

Under general supervision, performs routine general gardening and grounds maintenance work necessary to provide a clean, safe, and litter-free campus landscape and assist in the renovation and care of landscaped areas; a wide variety of turf mowing, tree care and other landscaping maintenance equipment.

General supervision is provided after a training period by the Grounds Supervisor. Technical or functional supervision may also be provided by higher level grounds personnel.

KEY DUTIES AND RESPONSIBILITIES include but are not limited to the following:

1. Work alone or as a member of a grounds maintenance crew as required.
2. Empty trash and garbage cans on a daily basis; insert clean plastic bags; maintain large refuse container areas in a clean and orderly condition.
3. Maintain high usage areas in a clean, sanitary condition; wash garbage cans, patio and quad areas; keep other areas such as seating areas, bus stops, walks and steps, parking areas, exterior student union areas and entrances to buildings free of cigarette butts, papers, leaves and spills.
4. Sweep, rake and pick-up litter and debris from the entire campus daily; rake and sweep up leaves with power sweeper; clean up pruning's as needed; sweep parking lots following a set schedule and after athletic events.
5. Clean drains in patios and quads; clean fountains and lake surface; hand water planters and shrubs where no automatic irrigation exists.
6. Pick up gasoline for grounds equipment weekly and assist Equipment and Vehicle Mechanic washing district vehicles and assist with other assignments as assigned.
7. Mow turf-grass areas, edge turf and groundcover and trim shrubs with power tools and equipment; assist in new landscaping and irrigation projects and repair, athletic field renovation and pesticide application under the trained guidance of employee with pesticide applicator certification as required.
8. Assist in athletic field setups for P.E. Department and community education events and activities.
9. Operate a forklift and train on all equipment used by department.
10. Pick-up and deliver supplies as assigned.
11. Participate in district training as requested.
12. Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Safe work practices in the use of cleaning agents;
2. Basic construction and repair methods; and
3. Basic custodial skills.

Ability to:

1. Follow schedule and procedures and work cooperatively with others.
2. Understand and carry out oral and written instructions.
3. Recognize campus areas needing attention and take appropriate action.
4. Perform routine work involving moderate to heavy physical labor.

Experience and Education:

1. Education equivalent to completion of the eighth grade.
2. Work experience performing heavy manual labor related to landscaping maintenance.
3. Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic back of groups historically underrepresented, and groups who may have experienced discrimination.
4. Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the District's hiring policy; or demonstrated equivalent transferable skills to do so.

Licenses and Certificates:

1. Possession of a valid California Class C (auto and light trucks) Driver's license.

WORKING CONDITIONS

1. Lift up to 60 pounds unassisted.
2. Bend, stoop and perform tasks requiring physical agility and strength.
3. Work out of doors under adverse weather conditions and with no known allergic reaction to grasses, pollens, dust, fertilizers pesticides or insecticides.

Board Approved: 2/12/2008
CSEA Salary Schedule: Range 61
EEO Category: 2B6 – Service/Maintenance