GARDENER/ GROUNDSKEEPER I/II

DEFINITION

Under general supervision, performs skilled gardening and landscape and grounds maintenance duties in an assigned area of the campus; performs related work as assigned.

CLASS CHARACTERISTICS

Gardener/ Groundskeeper I is the entry level class in this series. Initially under supervision, incumbents learn and perform a variety of duties in landscape and grounds maintenance. This class is alternately staffed with Gardener/ Groundskeeper II, and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications of the higher level class.

Gardener/ Groundskeeper II is the experienced level class in this series. Incumbents perform the full range of landscape and grounds maintenance duties. This class is distinguished from Gardener/ Groundskeeper Specialist in that the latter has specialized responsibilities related to athletic field maintenance and preparation in addition to performing the full range of gardening and groundskeeping work.

EXAMPLES OF DUTIES (Illustrative Only)

Mows, trims, edges, fertilizes, aerifies and waters lawns and other landscaped areas; weeds, prunes, mulches and fertilizes shrubs and ground cover; prepares soil for planting; plants trees, seedlings and shrubs; plants and maintains planter boxes and specialty plant areas; inspects assigned areas; corrects or reports safety hazards; cleans and maintains grounds, paved areas, paths, walkways and stairways; clears weeds and brush in underdeveloped grounds areas; performs basic facility maintenance work incidental to landscape maintenance activities; picks up trash and litter; installs, repairs and maintains irrigation systems; reads and interprets plans, specifications, blueprints and schematics; stores, mixes and sprays herbicides, fungicides and pesticides; traps rodents as necessary; plants, prunes and maintains trees; performs related maintenance duties including patching asphalt, pouring cement and repairing fences and grounds equipment and facilities; maintains inventory of materials and supplies; makes material and equipment estimates for assignments; maintains work sites in a clean and orderly condition; operates and maintains a variety of hand and power landscaping tools and equipment, including hand and riding mowers, tractors, spreaders, rototillers, sprayers, edgers, thatchers, hedge trimmers, weed eaters, chainsaws, rollers, pruners, ladders and other tools; observes safe work methods and uses safety equipment; secures worksites from traffic hazards as necessary; prepares basic records and reports of work accomplished, vandalism, maintenance requests, etc.
QUALIFICATIONS

NOTE: The level and scope of the knowledges and skills listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

• Methods and techniques of planting, transplanting, cultivating, pruning and maintaining a variety of lawns, ground cover, plants, shrubs, hedges and trees
• Maintenance and operation of manual and automatic irrigation systems
• Soil preparation and enrichment
• Methods and equipment used in weed, pest and insect control and treating plant diseases
• Use and minor maintenance of hand and power landscaping and grounds maintenance tools and equipment related to the work
• Safe work methods and safety regulations pertaining to the work
• Shop mathematics

Skill In:

• Safely performing a variety of gardening and grounds maintenance work
• Using and performing minor maintenance on landscaping and grounds maintenance tools and equipment
• Recognizing common plants, plant diseases and insect pests
• Using independent judgment and initiative in daily work activities
• Preparing brief, accurate oral and written reports of work performed
• Reading and interpreting label instructions, maps and specifications
• Establishing and maintaining an effective working relationship with those contacted in the course of the work

Other Requirements:

Must possess a valid California driver's license; possession of a Class B license is desirable. Must possess sufficient strength and stamina to lift and carry equipment weighing up to 90 pounds. Must be willing to work out of doors in all weather conditions with exposure to traffic and pesticides and other potentially hazardous materials, using appropriate safety procedures and equipment. Must be willing to respond to emergency situations in off-hours as necessary.

A typical way of gaining the knowledge and skills outlined above is:

Gardener/ Groundskeeper I: Equivalent to graduation from high school and one year of experience in gardening or grounds maintenance work.

Gardener/ Groundskeeper II: In addition to the above, two years of experience in landscape maintenance work at a level equivalent to the College's Gardener/ Groundskeeper I class.