

## ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

### GROUNDS MAINTENANCE WORKER /LANDSCAPE

Salary Range 15

**BASIC FUNCTION:** Under the direction of the Grounds Maintenance Supervisor, performs technical work related to the installation, renovation and maintenance of District landscaped areas; lays out and estimates new landscape and renovation projects; prepares and maintains records of related work assignments; orders materials an stocks and maintains nursery; performs a variety of grounds maintenance activities. Performs other related duties as may be assigned.

**REPRESENTATIVE DUTIES:** *E = indicates essential duties of the position*

- Performs technical work related to the installation, renovation and maintenance of District landscaped areas; reviews landscaping on campus to assure safe conditions, functionality and attractiveness. (E)
- Lays out and estimates new landscape and renovation projects; take measurements and prepare drawings for new landscape plans; estimates time and material costs; submits to supervisor for review and approval. (E)
- Prepares and maintain records of related work assignments, including fertilizer, chemicals and materials usage; maintains records of vendors and purchase order numbers related to landscape projects; submits to supervisor for review and approval according to established procedures. (E)
- Plants, maintains and mow lawns; tops, trims and prune shrubs, hedges and trees; edge lawns and borders; rake leaves and hoe and remove weeds. (E)
- Prepares and fertilizes soil and plant lawns, trees, shrubs, hedges and flowers; cut and lay sod and performs trenching as needed. (E)
- Assists in sprinkler system design; installs, maintains and repairs sprinkler systems; digs trenches, lays pipe and installs valves; maintains and repairs electric timers and clocks and performs wiring on electrically-controlled valves; repairs and replaces pop-up and gear-driven heads; inspect sprinkler system to assure proper and efficient operation. (E)
- Waters landscaped areas including lawns, shrubs and trees using sprinkler systems and hand watering. (E)
- Mixes and applies fertilizers, pesticides and herbicides to lawns, flowers, shrubs and trees for control of insects, rodents and diseases; prepares and maintains related records. (E)
- Drives a District vehicle to pick up and deliver maintenance supplies and materials; loads trucks with trimmings and trash; transports sand, dirt, sawdust and straw; unloads and distributes as assigned or according to established procedures. (E)
- Maintains and stocks nursery; purchases related materials. (E)
- Operates and maintains a variety of grounds maintenance equipment and machinery including trucks, tractor, skip loader, jackhammer, forklift, sweeper, riding and push mowers, edgers, shears, blowers, mulchers, chain saws, aerator, sprayers, loaders and weed eaters; maintain tools and equipment in proper working order. (E)
- Performs other duties as may be assigned.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: graduation from high school and three years grounds maintenance work including at least one year landscaping experience.

#### **KNOWLEDGE OF:**

Technical grounds work related to the landscape, renovation and maintenance of new and existing landscaped areas.

Methods utilized in the lay out and estimate of landscape and grounds maintenance projects.

Various plant materials, growth, climate and care requirements.

Methods, equipment and materials used in a variety of grounds maintenance, such as irrigation system installation, maintenance and repair, chemical control of insects, pests and weeds and general grounds maintenance.

Mowing, edging and other basic grounds maintenance procedures.  
Cultivating, watering, fertilizing and spraying of trees, grass, shrubs and flowers.  
General health and safety procedures related to grounds maintenance.  
Requirements of maintaining District grounds in a safe, clean and orderly condition.  
Basic record-keeping related to work performed.

**ABILITY TO:**

Perform technical work related to the installation, renovation and maintenance of District landscaped areas.  
Lay out and estimate new landscape and renovation projects.  
Prepare and maintain records of related work assignments;  
Take measurements and prepare drawings for new landscape plans.  
Perform a variety of grounds maintenance duties, such as irrigation system maintenance and repair, chemical application of insecticides and pesticides.  
Perform general grounds maintenance including mowing, edging, raking, trimming and weeding.  
Maintain and repair sprinkler systems.  
Read, understand and update blueprints and schematics of irrigation systems.  
Use assigned or recommended methods for the control and eradication of pests, insects and weeds.  
Operate and maintain a variety of grounds maintenance machines, equipment and power and hand tools.  
Comply with appropriate safety precautions and procedures.  
Understand and follow oral and written instructions.  
Work cooperatively with others.  
Maintain routine records.  
Observe legal and defensive driving practices.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.  
Incumbents must qualify for a valid forklift certificate within first year in this classification.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:** Assigns and directs work of hourly paid workers.

**PHYSICAL EFFORT:**

Dexterity of hands and fingers to operate various tools and equipment in the grounds maintenance trade.  
Bending at the waist, kneeling or crouching.  
Walking and standing for extended periods of time.  
Walking over rough or uneven surfaces.

**WORKING CONDITIONS:**

Outdoor environment.  
Driving a vehicle to conduct work.  
Seasonal heat and cold and adverse weather conditions.  
Pollen.  
Exposure to pesticides and a variety of other chemicals.  
Working around and with machinery having moving parts.