

Job Description/Title: GROUNDSKEEPER
Approved, Bargaining Unit President: 3/14/08
Approved, MPC Associate Dean, Human Resources: 2/28/2008
Board Approved: 6/24/08

MONTEREY PENINSULA COLLEGE

GROUNDSKEEPER

JOB SUMMARY

Under direct supervision, perform gardening and grounds maintenance duties related to the college within a broad framework of standard policies and procedures. Perform skilled and semi-skilled work in the maintenance of college grounds; install and maintain athletic equipment; operate a variety of hand and power grounds maintenance equipment.

EXAMPLES OF FUNCTIONS

Essential Functions

Perform a variety of skilled and semi-skilled work in the maintenance of the college grounds.

Sweep walkways, pick up litter, rake leaves and eradicate weeds; trim and prune.

Service, maintain, and perform adjustments and routine repair work on hand and power grounds maintenance equipment.

Attend and participate in staff meetings and specialized in-service training sessions including but not limited to requirements of OSHA and the EPA.

Prepare, cultivate, fertilize, and water soil, lawns, shrubs, trees, hedges, flowers, and a variety of plants.

Perform varied duties in the planting and transplanting of ornamental plants, trees and shrubs; mow and edge lawns.

Prepare and apply appropriate and approved fertilizers, non-restricted insecticides, herbicides, and pesticides to maintain landscaped areas in a disease-free/insect-free state.

Operate hand and power tools and equipment including power mowers, electric hedgers, lawn edgers, power blowers, chainsaws, pressure washers and weed eaters.

Operate heavy equipment including forklift, dump truck, trencher, boomlift, street sweeper, top dresser and tractor with and without attachments.

Design and arrange planting areas; build planter boxes, sand boxes and fences; mix, pour and finish concrete; paint/weatherproof where necessary.

Assist in the installation and repair of athletic landscaping; prepare athletic fields for events.

Install sprinkler systems and repair sprinklers on lawns; install irrigation systems as needed.

Remove exterior trash and recycle containers; handle hazardous materials properly.

Assist in performing emergency duties for both maintenance and custodial areas as needed and as assigned.

Assist in setting up and removing furniture and standard and specialized equipment for campus functions and special activities.

Perform light carpentry work; patch sidewalks, roadways and parking lots; set up road signs.

Perform low voltage electrical repairs to irrigation systems; install conduit and electrical piping for irrigation.

Perform call back and overtime duties in an emergency.

Other Duties

Attend and participate in staff meetings and specialized in service training sessions; including but not limited to requirement of OSHA and EPA.

Train and oversee work of student employees and other workers, as assigned.

Perform other related duties as assigned by supervisor.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education and/or experience, which would demonstrate possession of the knowledge abilities and skills listed herein. For example, completion of 12th grade or equivalent, course work in horticulture and park management and/or experience in farming, gardening, or grounds maintenance work is preferred.

Knowledge

Knowledge of: basic methods, practices, tools, and materials used in grounds maintenance work; operation and routine maintenance of equipment; safe working methods and procedures.

Abilities

Ability to: learn methods used in the care of plants, trees, shrubs, and lawns; operate and maintain grounds maintenance equipment and tools skillfully and safely; understand and follow oral and written directions; meet the physical requirements of the job; read and write at a level necessary to perform the duties of the position; perform basic arithmetical calculations; perform strenuous manual labor; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for the diverse academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT:

Heavy physical effort, which may include frequent standing, walking, and lifting or moving of heavy objects up to 50 pounds. Frequent activities requiring full body exertion. Indoor/outdoor work environment with some exposure to weather extremes.

License and Certifications: A valid Class C California driver's license and evidence of appropriate automobile insurance based on DMV regulations; maintain current certificates including, but not limited to: forklift, dump truck and tractor safety and hazardous waste handling.