

CLASSIFIED POSITION REPLACEMENT REQUEST
April 3, 2007

Position Title: Groundskeeper, Svc Cat 3

Dept/Program: Facilities

Submitted by: Pete Olsen

PT/FTE: Full Time

New or Replacement: Replacement of a budgeted position

Salary/Benefit Costs: \$26,256 salary + \$7,121 benefits + \$ 22,455 health and welfare.

Total Costs: \$55,832.

Funding Source: Grounds Department budget (District funded).

Are there Salary Savings: Turnover savings of \$13,073 per year, from previous employee.

Description of duties and responsibilities: Perform a variety of skilled and semi-skilled work in the maintenance of the grounds and the grounds equipment, weed, trim, prune, water, cultivate and fertilize a variety of plants and trees. Operate and care for a variety of hand and power tools and equipment in the process of landscape care. Operate heavy equipment including forklift and tractors. Assist in setting up and removal of furniture for campus functions and special activities. Perform light carpentry, electrical repairs related to irrigation and landscaping care. This position is subject to overtime as necessary.

Special Considerations: This indoor/outdoor work environment may include frequent standing, walking and lifting or moving heavy parcels, machines or equipment of up to 50 pounds and working with heavy equipment.

Does Position act as an entry point for the college? Should it be bilingual?
This position provides important day to day upkeep in the landscaping (old and new), parking lot areas, and provides necessary meeting room set ups and tear down. These public areas contribute to the overall

image of the College, impacting both the physical grounds and the instructional environment of the classroom. This position has little direct interaction with the public and therefore possessing bilingual skills would not be considered as necessary.

What would happen if this position weren't approved? The remaining grounds crew would have an even larger work load and would be further burdened whenever illness, or earned vacation time is used. Landscaping projects that accompanied new building projects such as the Library & Technology Center and the new Child Development Center require consistent upkeep in order to preserve these investments. Additional staff to support the new landscaping projects once established has not been available. Without this maintenance and care, the landscape would show signs of neglect and deterioration, presenting a poor image to the public, the community, the staff and students.