

## **GROUNDS MAINTENANCE LEAD**

### **DEFINITION**

Under direction, performs specialized grounds maintenance duties and/or may serve as a lead worker for an assigned shift and/or area; plans, leads and directs activities pertaining to grounds maintenance such as mowing, sweeping, trenching, planting, weeding, irrigating, and pruning; performs difficult and specialized duties such as maintaining undeveloped and rugged terrain, planning and preparing fire breaks, and removing snow; installs and maintains irrigation systems, including drip and other non-traditional systems necessary for uneven terrain; applies herbicides and pesticides; operates a variety of light and heavy-duty grounds maintenance equipment, including snow removal equipment; may coordinate and perform light construction projects related to the development of an outdoor area for public use; and performs related work as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is advanced and lead level class of the Grounds Maintenance Series within the Yosemite Community College District (YCCD). Incumbents in this class serve as lead workers and perform specialized grounds maintenance, gardening and related duties in order to ensure that landscaped and naturalized areas are both attractive and functional. Duties may include standard activities such as mowing and edging large lawn areas, maintaining athletic fields, weeding planted areas, pruning trees and shrubs, maintaining sprinkler systems, and spraying herbicides and pesticides, and supporting athletic events. However, incumbents also perform the most difficult grounds maintenance duties and/or may serve as lead workers for an assigned shift and/or area. Specialized duties may include the maintenance of undeveloped and rugged terrain, the planning and preparation of fire breaks, the removal of snow, and the installation of drip and other non-traditional irrigation systems. Incumbents may also coordinate and perform light construction projects related to the development of an outdoor area for public use.

This class can be distinguished from the lower-level class of Grounds Maintenance Technician because that class is the journey level where incumbents perform the full range of standard grounds maintenance duties but do not have regular lead worker responsibilities and do not perform the most difficult duties described above.

### **SUPERVISION RECEIVED AND EXERCISED**

Incumbents in this class work under the direction of a manager, receiving occasional supervision while working toward a definite objective that requires use of a wide range of procedures. Incumbents plan and/or determine specific procedures or equipment required to meet assigned objectives and solve non-routine problems, referring only unusual matters to a supervisor.

An incumbent in this class does not directly supervise other full-time employees, but serves as a lead worker for an assigned area or shift with responsibility for assigning, directing and/or monitoring the work of subordinate full-time employees on a regular basis.

### **EXAMPLES OF DUTIES** (*Illustrative Only*)

- Plans, directs and leads a variety of grounds keeping and maintenance duties involving a wide range of campus facilities; personally performs the more complex grounds maintenance duties including those related to the maintenance of large areas of undeveloped and rugged terrain.
- May serve as a lead worker for an assigned shift and/or area; plans, coordinates and monitors the work of subordinate employees; receives and assigns day-to-day priorities; provides direction and guidance to staff and makes decisions regarding routine activities, particularly in the absence of a supervisor; monitors and schedules shift coverage; participates in the hiring of full-time, part-time and student workers.
- Monitors the work performed by subordinate staff to ensure quality control; provides training to employees and others regarding job duties and safety procedures.
- Coordinates and performs light construction projects related to the development of an outdoor area for public use; clears brush and trees; levels and paves area; repairs and maintains fences, benches, picnic tables or other items to create an attractive and useful area.
- Evaluates fire risks in undeveloped areas; plans and prepares fire breaks to minimize fire spread; digs trenches and clears vegetation.
- Operates snow removal equipment; monitors snow loads and implements mitigation efforts to minimize damage to plants and outdoor landscaping; considers snow tolerance when choosing and planting new vegetation.
- Installs and maintains sprinkler and other irrigation systems, including drip and other non-traditional irrigation systems due to uneven terrain; maintains backflow valves and other safety equipment.
- Mows large fields; edges and trims grass areas as needed; applies fertilizers and herbicides; refurbishes damaged areas.
- Assists Athletics with Athletic field painting and heavy set-ups.
- Smooths and levels athletic fields and running tracks.
- Sweeps or blows off large areas of asphalt and concrete; picks up trash and litter.
- Weeds and maintains planter beds and borders; fills, levels, fertilizes and otherwise prepares areas for planting; spreads bark and/or other surface treatments.
- Plants a variety of items including annuals, perennials, shrubs and trees.
- Trims and prunes trees and shrubs using hand tools and specialized high lift equipment as needed; coordinates difficult tree and other plant removal as needed.
- Establishes and maintains sprinkler and irrigation schedules; monitors landscaping for irrigation issues and troubleshoots/resolves problems.
- Digs trenches for irrigation systems, gas lines, electrical lines and other purposes; back fills trenches after lines are laid.
- Assists in preparing areas for concrete pours; sets forms and places reinforcement materials; finishes concrete to a smooth or broom finish.
- Applies herbicide and pesticide sprays for weed and insect control.
- Operates a variety of power grounds keeping equipment including large gang mowers, tractors, backhoe equipment and sweepers.

- Operates small manual and power tools; performs preventive and basic maintenance, making minor repairs and adjustments as needed.
- Maintains basic records; monitors supply and equipment inventories; coordinates purchases with vendors and other sources.
- Performs other related duties as assigned.

## **TYPICAL WORKING CONDITIONS**

- Work is generally performed in an outdoor field environment. Duties may require exposure to heat, cold, noise, dust, grease, smoke, fumes, gases, and inclement weather conditions.

## **MINIMUM QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.*

### **Knowledge of:**

- Methods, techniques, supplies, materials and equipment utilized in facilities and grounds maintenance, landscaping, and beautification, including those pertaining to fire protection, snow removal, and the maintenance of undeveloped areas.
- Principles and practices of employee supervision and leadership.
- Tools, equipment, procedures, practices and techniques required to repair and maintain a variety of grounds equipment.
- Sprinkling and irrigation systems, landscaping, common trees and shrubs, as well as symptoms of plant diseases and pest infestation.
- Common fertilizers, insecticides and herbicides.
- Principles, methods and techniques of organization and supervision.
- Safe working methods and procedures.
- Occupational hazards and standard safety procedures.
- Pertinent Federal, State and local laws, codes and regulations.

### **Ability to:**

- Lead and direct grounds maintenance personnel.
- Perform the more complex and technical grounds maintenance tasks, including those pertaining to rough terrain, fire protection, snow removal and maintaining undeveloped areas.
- Maintain and prepare needed records and reports.
- Skillfully and effectively operate a variety of grounds maintenance equipment and tools.
- Plan preventive maintenance programs and activities.
- Perform moderately heavy manual activities.
- Interpret blueprints, landscape plans, drawings, schematics and other technical publications.
- Perform cost analyses and estimate time and materials costs of projects.
- Troubleshoot and diagnose repair needs of all power equipment.

- Accurately determine mechanical repair needs and estimate the cost and time of repairs.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work

**Licenses and Certificates:**

- A valid license to drive in California is required.

**Physical and Mental Standards:**

- **Mobility:** full range of motion in upper and lower extremities; ability to ascend and descend ladders, stairs, scaffolding, and ramps; walk or stand for extended periods.
- **Dexterity:** manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects.
- **Lifting:** frequently lift, carry, push, pull, or otherwise move objects up to 50 pounds; occasionally life objects up to 75 pounds.
- **Visual Requirements:** close vision sufficient to perform gardening tasks and read labels and documents; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** frequent contact with others including some public contact.

**Education and Experience:**

*Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:*

Pattern I

- Experience: One-year equivalent to a Grounds Maintenance Technician in YCCD.

OR Pattern II

- Education: Possession of a High School diploma or GED.
- Experience: Three years performing grounds maintenance duties that required the operation of large grounds equipment, tree trimming and repair, and the repair/maintenance of irrigations systems. Some experience maintaining large areas of undeveloped terrain is preferred.

**Special Requirements:**

- Within 60 days of employment, must obtain a Backflow Testing Certificate approved by the California Department of Health Services, and must maintain certification for continued employment.
- Within 60 days of employment, must obtain a Pesticide Applicator Certificate from the California Department of Pesticide Regulation, and must maintain certification for continued employment.