

GROUNDS TECHNICIAN I

GENERAL DESCRIPTION OF CLASS

Under the direction of an administrator, performs routine functions in the performance of grounds maintenance duties and the maintenance, repair and safe operation of grounds maintenance equipment.

DISTINGUISHING CHARACTERISTICS: The Grounds Technician I in that the latter is the entry-level classification within the Grounds Technician series. The Grounds Technician I exercises limited independent judgement in the execution of routine, day-to-day functions of grounds maintenance including the maintenance, repair, and safe operation of commonly used grounds maintenance equipment.

REPRESENTATIVE DUTIES: The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.

BASIC FUNCTION: The duties of this classification may involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned. The duties below are not inclusive but characteristic of the type of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Maintains landscape and grounds areas including all hard-scape and soft-scape areas; performs maintenance and cultivation operations. *
2. Installs and replaces landscape and grounds areas, including walkways, planter beds, etc.*
3. Maintains department tools and equipment. *
4. Paints, marks, and otherwise prepares District grounds for athletic games, special events, classes and community use. *
5. Operates trucks, mowers, weed eaters, edgers, leaf blowers, hedge trimmer, forklift, aerial lift and miscellaneous hand and power tools, etc. to accomplish daily tasks. *
6. Assists with the installation, operation, maintenance, and repair of irrigation systems. *
7. Interacts with diverse populations and constituencies in a wide range of situations requiring judgement, tact, and diplomacy.*
8. Assists with traffic control and routine road, parking lot and road sign maintenance and repair tasks. *
9. Assists the custodial and maintenance staff with tasks such as exterior painting and exterior building cleaning.*
10. Assists with proper disposal or relocation of wildlife animals.*
11. Operates a computer to perform basic data entry, access email and District announcements, etc.; utilizes Computerized Maintenance Management systems to retrieve and complete work orders assigned.*
12. Assists College Police Department such as traffic control, transient clean-up, and emergency evacuations as needed.*
13. May serve on a variety of District committees as requested.
14. Performs other duties that support the overall objective of the position.

MINIMUM QUALIFICATIONS**EDUCATION/EXPERIENCE:**

- High School Graduate or General Educational Development (GED); **AND**
- One (1) year of general experience related to the duties and responsibilities of this class.

CERTIFICATES, LICENSES, REGISTRATION, SPECIAL AND/OR OTHER REQUIREMENTS:

- Required to hold and maintain a valid driver license ‘**if and when**’ travel is required in the course of work.
- Possession of or the ability to obtain within the first six months of employment (during probationary period):
 - A valid Forklift Operators Certificate*
 - A valid Aerial Lift Certificate*
- May be required to travel for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

*District will provide training for certifications if required to perform the essential responsibilities of the position.

DESIRED QUALIFICATIONS:

- Two (2) years of general experience closely related to the duties and responsibilities of this class.
- Experience in a public education environment.

KNOWLEDGE, SKILLS, AND ABILITIES: (*May be acquired through education, training and/or experience.*)**Knowledge of:**

- District policies and procedures related to the area of assignment.
- Software applications and programs related to the scope of the assignment; Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).
- Mobile devices and applications utilized by the District and/or college.
- The materials, tools, equipment, and practices used in the installation, maintenance and repair of landscape and grounds areas and irrigation systems.
- Applicable safety methods associated with department equipment and activities.
- Proper spoken and written English usage; elements of proper grammar usage, spelling, vocabulary, and basic mathematics; composing, proofreading, and preparing correspondence.
- Modern office practices, procedures, and equipment including computers, peripheral equipment, and a variety of software applications.

Ability to:

- Independently perform the essential responsibilities of the position.
- Integrate local, state, and federal laws and regulations.
- Read, understand, interpret, and apply District and department rules, regulations, policies, and procedures.
- Operate and maintain horticultural tools and equipment.
- Read and write at the level necessary for successful job performance.
- Work within a team.

- Perform heavy physical labor.
- Utilize computer skills commensurate with the required functions for this position.
- Demonstrate clear evidence of sensitivity to and the understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.
- Plan, organize, and prioritize workload to meet timelines.
- Effectively communicate both orally and in writing.
- Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
- Understand and follow oral and written directions.
- Establish and maintain cooperative relationships with those contacted in the course of work.

RELATIONSHIPS WITH OTHERS:

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, students, vendors, and the public, as needed.

SUPERVISION EXERCISED and/or RECEIVED:

The incumbents in this class may provide work direction to student workers, student assistants, and/or short-term, temporary employees.

The incumbents in this class receive general supervision from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness and compliance with practices and regulatory standards. Incumbents in this class follow policies and guidelines as outlined by the District, college and/or departmental procedures, policies, and directives.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands**

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak or hear, both in person and by radio. Use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and frequently lift and carry up to 60 pounds with assistance. Occasionally lift and carry items up to 100 pounds with assistance. Must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment, The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s). Required operation of gasoline, electric and diesel-powered machinery and equipment requiring the manipulation of multiple controls and fine adjustments

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college

faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS:

- **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Working Conditions**

Exposure to adverse weather conditions, extreme heat or cold, noise from equipment and machinery, strong and/or toxic fumes/chemicals, dust and pollen, machinery hazards, hazardous materials, working in confined spaces, high voltage, high pressured gases and liquids, good faith estimates of working under pressure of deadlines, frequent interruptions and occasionally difficult situations, equipment and construction site hazards. Tasks require some lifting of objects of moderately heavy weight (30-60 pounds) Incumbent performs physical labor.

Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY

EMPLOYER: To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Butte Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

BGCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.