

JOB DESCRIPTION



Position Title: Grounds Technician I

Department: Facilities

Employment Category: Classified Staff

Primary Location: Sierra Vista Campus
Douglas Campus

FLSA Classification: Non-exempt

Parameters: 40 hours/week; 12 months/year

Pay Grade: CS11

Position Summary: The Grounds Technician I is responsible for providing technical oversight of grounds maintenance, including performing daily grounds services and maintaining irrigation systems, ensuring physical grounds are clean and aesthetically appealing and for performed tasks according to established policies and procedures, as well as for providing assistance with maintenance of athletic fields, sewer system, parking areas and airport runways.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Provides oversight of grounds maintenance, ensuring proper use of pesticides, herbicides, fertilizers and equipment; mixes and applies chemicals according to manufacturer's instructions and departmental regulations; observes, reports, and assists in the assignment of work requests for department staff; closely monitors work orders to ensure customer satisfaction and project completeness

Maintains campus wide sprinkler systems, provides field training, demonstrates processes and procedures related to sprinkler system installation, maintenance and repair; performs design, installation maintenance and repair of water sprinkler and irrigation system; installs, tests, repairs and maintains systems utilizing low voltage, hydraulic, or other operating features

Conducts quality inspections of grounds on a routine basis and ensures deficiencies are corrected; develops, implements, and monitors job training and safety programs to ensure all crew members are properly educated on safety policies and procedures

Assists in maintaining sewer system; supervises the maintenance of airport runways according to FAA regulations

Purchases products, materials, and equipment needed for departmental use; maintains records of supplies purchased and utilization for future budget needs

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

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Education and Experience Requirements:

High school diploma or equivalent, Associate degree preferred

Five years related experience

Valid Arizona driver's license and ability to drive college owned vehicles

Pesticide and herbicides certifications or the ability to obtain certifications within one year

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures

Knowledge of supervisory principles, practices and techniques

Knowledge of general grounds keeping practices and irrigation systems

Knowledge of FAA regulations to ensure proper maintenance of all airport run ways and taxi ways

Skill in mixing pesticides, herbicides, and fertilizers

Skill operating heavy equipment and power and hand tools.

Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail

Ability to work independently while contributing to team environment

Ability to analyze problems, identify solutions and take appropriate action, resolve problems using independent judgment and decision-making processes

Ability to establish and maintain effective working relationships with supervisors, other departmental staff, students and the public

Work Environment: Work is primarily performed under general supervision and may require working early morning shifts in a variety of climatic conditions. May work with potentially hazardous chemicals that to include, but not limited to, cleaning agents, sanitizers, fertilizers, pesticides, and herbicides.

Physical Requirements: Essential functions of this position require: manual dexterity, large motor skills, ability to communicate, lifting, kneeling, squatting, climbing, crawling, stooping, turning/twisting, balancing, reaching and handling with varying frequencies.

Heavy work: Occasional lifting and carrying objects up to 75 pounds, Frequent lifting and carrying, pushing, or pulling objects weighing up to 50 pounds; and/or continuous lifting, carrying, pushing, or pulling 10-20 pounds.

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem solving skills are important

Reports to: Building and Grounds Manager

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.