



Leadership • Collaboration • Support

## **JOB TITLE: Grounds/Maintenance Specialist**

**CSEA Salary Schedule, Range 23**

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### **DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY**

This position is primarily responsible for maintaining the exterior landscapes and hardscapes at Solano County Office of Education (SCOE) properties; keeping hardscapes and parking areas free of debris, trimming, maintaining, replacing shrubs and plants as needed, maintaining turf and managing weeds on all landscaped and non-landscaped areas as well as the maintenance, programming and repair of irrigation systems and controls. This position requires the application of herbicides and pesticides, candidate will need to possess (or obtain within 6 months) and maintain, a pesticide applicator's license. The ability to safely operate and maintain a variety of hand, power, and small engine tools. The ability to safely operate zero turn riding mowers and the operation of a vehicle with a trailer.

### **JOB REQUIREMENTS AND QUALIFICATIONS**

- Possession of a valid State of California driver's license, State of California Pesticide Applicator's Certification (or ability to obtain pesticide applicator's certification within 6 months).
- Knowledge of general construction tools, equipment, and vehicles.
- Knowledge of the operation of equipment such as Zero turn mowers, weed whackers, backpack blowers, trenchers, brush cutters, large trucks, etc.
- Knowledge of irrigation systems design, operations and maintenance including the machinery and equipment used in installation and maintenance of irrigation systems (electrical and computerized systems).
- Knowledge of landscape design and Integrated Pest Management.
- Communication skills to project a positive image, to discuss and provide technical information, and to carry out routine communications encountered in the position.
- Ability to safely maneuver a utility trailer, use and operate hand tools, the operation and maintaining of small gas engines, mechanical equipment and power tools required for the work in a safe and efficient manner.

- Ability to read and understand written information including Safety Data Sheets (SDS).
- Ability to adapt and learn new procedures and programs as implemented by the County Office.
- High school diploma or G.E.D. equivalent
- Knowledge of health and safety regulations
- Ability to communicate with peers and other County Office staff or public in a manner reflecting positively on the department and County Office.
- This work consists of routine to skilled manual labor.

### **ESSENTIAL DUTIES**

- Maintains turf areas, including Integrated Pest Management (IPM) and weed control.
- Maintains, designs, and installs landscapes.
- Identifies equipment needs for assigned projects and operates hand tools, mechanical equipment, and power tools.
- Communicates effectively with students, staff, parents, and the public using tact, diplomacy, and courtesy in sometimes confrontational or stressful situations.
- Follows county safety plans, procedures, policies, and all other county standards and procedures.
- Remains current in skills, procedures, and standards in the area of specialization
- Installs, repairs, and replaces landscape irrigation systems following blueprints, sketches, or verbal instructions; designs and prepares plans for irrigation systems.
- Installs, adjusts, maintains, and repairs electronic timers. Installs, inspects, and performs major repairs to electronic and hydraulic valves and controllers. Replaces and repairs a wide variety of sprinkler heads and lines by removing, disassembling, and replacing worn or broken parts.
- Orders irrigation parts and supplies, as necessary
- Identifies equipment needs for each assigned project.

### **MARGINAL DUTIES**

- Inspects the installation of irrigation systems and equipment by outside contractors.
- Tests, repairs, and maintains backflow prevention devices.

- Performs other duties as assigned that support the overall objective of the position.
- Helps to support the Maintenance Department during seasonal moves or other various maintenance tasks.

### **SUPERVISION RECEIVED**

Employees in this classification receive general supervision within a well-defined framework of standard policies and procedures.

### **SUPERVISION EXERCISED**

Employees in this classification may act as leadpersons to temporary or special projects assistants.

### **PHYSICAL ACTIVITY REQUIREMENTS**

This position requires a physical examination be taken and passed based on the physical requirements listed below:

Work Position (Percentage of Time):

Standing (35%)

Walking (70%)

Sitting (5%)

Body Movement (Frequency):

None (0)    Limited (1)    Occasional (2)    Frequent (3)    Very Frequent (4)

Lifting – lbs. (0-40)

Lifting (4)

Bending (4)

Pushing and/or  
Pulling Loads (3)

Reaching  
Overhead (3)

Kneeling or  
Squatting (4)

Climbing Stairs (3)

Climbing Ladders (3)