DEFINITION:
Under supervision, to perform routine grounds maintenance work in maintaining lawns and landscaped areas; to perform heavy manual labor and to do related work as required, an entry position.

JOB CHARACTERISTICS:
Work may be assigned and supervised in such a way as to permit the performance of primarily routine duties with minimum opportunity for exercising independent judgment. In such cases, the position may remain a Grounds Gardener I for an indefinite period of time.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:
Depending upon assignment, duties may include, but are not limited to, the following:

1. Sweeps sidewalks, lawns and other areas.
2. Rakes leaves and picks up rubbish and paper.
3. Assists in planting, cultivating, fertilizing, irrigating lawns and flower beds.
4. Prunes and trims trees, shrubs and lawns.
5. Sprays and dusts insecticides and other chemicals to control pests and weeds.
6. Performs general manual laboring work.
7. Assists in the care and maintenance of tools and equipment.
8. May drive a truck in the performance of duties.
10. May assist in blacktopping roads and walks, installing fences, laying bricks and concrete slabs and installing signs.
12. Performs other related duties as assigned.

EMPLOYMENT STANDARDS:
Knowledge of:  
1. Uses and purposes of various hand tools employed in grounds keeping and general laboring work.
Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

2. Participate in appropriate training in hazardous materials handling, storage, and disposal; follow designated policy and procedures for Haz-mat identification, storage and disposal; maintain standards related to environmental compliance and personal health and safety as required.

3. Use a computer for entry and retrieval of information for work assignments.

4. Operate hand gardening tools.

5. Work cooperatively with others.

6. Follow oral and written instructions.

7. Perform general manual laboring work.

8. Read and write.

Experience:

1. Experience in grounds keeping or general laboring work. Can be moved into the Grounds Gardener II class upon recommendation of supervisor.

Education:

1. Equivalent to graduation from the eighth grade.

Certification:

1. Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

Upon evaluation and recommendation by the supervisor and final approval by the Supervising Manager, the employee may move to Grounds Gardener II after completing two years of service as Grounds Gardener I.

Date Approved: March 1993
Range: L-37
EEO-Category: H-70