

## Citrus College

## Position Description

Position: Gardener III	Position Number:
Department/Site:	FLSA: Non-exempt
Evaluated by:	Salary Range: 31

### Summary

Performs a variety of skilled work in the coordination, preparation, and maintenance of grounds and athletic fields; installation, maintenance, and repair of sprinkler irrigation systems; and the construction of special landscaping or public use areas. Performs skilled equipment operation and routine servicing.

### Distinguishing Career Features

The Gardener III is the third and senior level in a grounds career path. Advancement to this position requires competency in multiple areas of specialization requiring advanced training, education, and experience. Advancement is through appointment requires demonstration of skills in maintenance and major repair of the most demanding equipment (e.g., backhoes); design and maintenance of irrigation systems; and coordination of athletic field preparation.

### Essential Duties and Responsibilities

- Selects, plants, prunes, and trims trees, ornamental plants, shrubs, and ground covers to accomplish landscaping objectives.
- Serves as a resource on landscape and horticultural matters. May plan, draw, and prepare land changes to conform to desired landscaping goals.
- Removes weeds, blows, rakes, and removes trash and debris from walkways, culverts, stairways, roadways, planters, and parking. Mows, grooms, and replants lawn areas. Fertilizes turf and various landscaped areas. Maintains in-ground drains and culverts.
- Designs and installs new landscaping by cultivating and renovating areas and installing or replacing turf, trees, ornamental plants, shrubs, ground covers, annuals, and bulbs.
- Prepares, repairs, or installs fencing, paving materials for pathways, retaining walls, and borders, and various posts, slabs, drains, and culverts.
- Stakes, prunes, thins, and transplants turf, trees, ornamental plants, shrubs, ground covers, annuals, and bulbs. Levels, cuts, fills, trenches, and excavates grounds with tractors and other rolling stock. Prepares sites for portable buildings.
- Interacts and coordinates with Physical Education and Athletics Division faculty members regarding classroom setup and maintenance in District athletic fields/areas, as appropriate. Constructs, sets up, takes down, maintains, and

Gardener III

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repairs athletic activity courses, tracks, ranges, fields, and other equipment and constructions.

- Maintains athletic fields, areas, surfaces, and outdoor classrooms in a safe and usable condition. Mows, grooms, contours, paints, and lines athletic and public use play fields to comply with required dimensions.
- Sets up signs, scoreboards, goals, clocks, benches, trash cans, public address systems, and bleachers for athletic or other events.
- Installs, repairs and replaces landscape irrigation systems following and interpreting blueprints, sketches or verbal instructions. Designs and prepares plans for irrigation systems and/or makes necessary changes to blueprints for irrigation system design compliance and to locate shutoff valves, irrigation valves, and physical layouts.
- Installs, adjusts, maintains and repairs electronic timers. Installs, inspects and performs major repairs to electronic and hydraulic valves and controllers.
- Drains, flushes, cleans, and repairs water storage reservoirs and irrigation boxes from water sources on a periodic basis. Assists with installation of new water lines.
- Monitors and diagnoses weed, disease, and pest problems in athletic fields/areas, taking appropriate measures to mitigate or eliminate the problems.
- Applies fertilizers, herbicides and pesticides to areas, as authorized. Places postings where pesticides are being applied. Disposes of product containers per applicable environmental regulations. Applies biological/organic controls for pests and weeds.
- Performs routine servicing of grounds keeping equipment that ranges from, but is not limited to, hand and power tools, and mechanical labor saving devices. Performs routine servicing of fluids, spark plugs, wheels, blades, belts, and connections.
- Inspects and diagnoses equipment malfunctions and performs minor repairs to equipment including internal and external components on two and four-cycle engines.
- Assists various organizational units and external groups for event support and logistics, including, but not limited to preparation of sites, access ways, and parking lots.
- Maintains adequate inventories of irrigation parts, pesticides, fertilizers, tools, seed, compost, sod, and equipment. Maintains records of purchases and uses.
- Maintains work order records, equipment parts listings, equipment oil change logs, equipment service/repair logs, seed usage logs, irrigation repair logs, fire hydrant maintenance logs, and records of supplies used on athletic fields.
- Maintains current Material Safety Data Sheets (MSDSs) for potentially hazardous materials. Maintains logs and files pesticide use.

- Oversees the work of part-time and student workers on an intermittent basis. Serves as an informal leader to projects.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **▪ Knowledge, Skills and Abilities**

The position requires in-depth knowledge of turf management and maintenance practices and techniques including those for athletic fields. Requires knowledge of horticulture and methods of planting and caring for plants, trees, and lawns. Requires in-depth knowledge of sprinkler and irrigation system design, installation, operation, and maintenance. Requires knowledge of the operating and mechanical characteristics of a full range of grounds maintenance equipment sufficient to skillfully operate and perform servicing. Requires knowledge of and skill at reading landscape blueprints and specifications. Requires knowledge of proper and safe application of fertilizers, herbicides, and pesticides. Requires knowledge of plant diseases and pests and the biological and chemical controls. Requires knowledge of safe lifting techniques and the techniques for safe handling, storage, and disposal of hazardous materials. Requires sufficient math skill to calculate distances, proportions, and sums. Requires sufficient human relations skill to work cooperatively as part of a team to serve internal and external customers.

Requires the ability to plant, cultivate, prune, and care for plants, trees, and lawns. Requires the ability to use herbicides and pesticides safely and effectively. Requires the ability to perform sidewalk repairs, including mixing and pouring concrete, asphalt, etc. Must be able to maintain lawns, athletic fields, and gardens. Must be able to identify turf and other plant diseases and pests and take steps to mitigate or eradicate. Must be able to design, install, operate, maintain, and repair sprinkler and irrigation systems, and repair pumps and motors used in irrigation systems. Requires the ability to read and interpret blueprints and specifications. Must be able to safely use and operate specialized vehicles, excavating, and other mechanical equipment, hand and power tools. Requires the ability to maintain accurate records. Requires the ability to safely apply pesticides and herbicides. Requires the ability to lead projects and oversee student and/or other temporary help. Requires the ability to work as part of a team with minimal supervision. Requires the ability to work varying schedules in support of projects and events.

### **▪ Physical Abilities**

Requires the ability to stand for extended periods of time, walk up to 400 yards, and manipulate (lift, carry, move) light to heavy weights of up to 75 pounds on a regular basis. Requires the ability to push, pull, and guide materials over 75 pounds. Requires the ability to climb (e.g. ladders), stoop, kneel, and crouch on a regular basis. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate demanding grounds equipment and read instructions and safety information. Requires auditory ability to hear machinery sounds and alarms. Requires near and far visual acuity to read printed materials and observe stationary and moving objects. Requires speaking ability to carry on ordinary conversations. Requires the ability

to work in extreme temperature conditions.

- **Education and Experience**

The position requires a high school diploma, or the equivalent, and four years of increasingly responsible grounds keeping experience performing in landscaping, irrigation systems installation and maintenance, general turf and athletic field care, application of pesticides, and operation of heavy equipment.

- **Licenses and Certificates**

Requires valid driver's license.

- **Working Conditions**

Work is performed outdoors where significant health and safety considerations exist from physical labor and working with machinery.