



## **LEAD GROUNDS MAINTENANCE TECHNICIAN**

### **BASIC FUNCTION**

Under the direction of an assigned supervisor, the Lead Grounds Maintenance Technician plans, organizes, oversees, trains, and schedules the work of the ground's maintenance technicians; participates in and ensures the maintenance of District grounds.

### **DISTINGUISHING CHARACTERISTICS**

Incumbents in this classification are responsible for leading, overseeing, and scheduling ground maintenance work; ensures duties are performed per standards and procedures. The Lead Grounds Maintenance Technician role requires full knowledge of ground maintenance practices, procedures, equipment use, and safety standards.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

*The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified, and not all duties listed are necessarily performed by each employee in this classification.*

1. Train, lead, plan, organize, and monitor ground maintenance staff and their work, ensuring all District grounds and landscaped areas are maintained in a clean, safe, appealing, and efficient manner, per procedure.
2. Schedule and deploy staff to meet regular grounds maintenance needs and priorities, as well as seasonal, weather condition and emergency demands. Ensure grounds, turf, fields, and irrigation/watering needs are scheduled, prepared, and completed for athletic and other special events.
3. Assists with ensuring employment-related processes of ground's staff are completed per procedure and appropriate documentation and records are kept.
4. Monitor and inspect District grounds, turf, and landscaping work. Coach and train ground maintenance staff on proper techniques, procedures, standards, and safety measures.

5. Plan, oversee, and perform ground maintenance installation and repair needs, including irrigation/watering systems, fencing and other features, parking lots, and walkways. Coordinate with outside vendors on projects as assigned.
6. Plan, organize, order, receive, maintain, and disperse supplies and equipment, ensuring adequate supply and cost-effective purchasing. Ensure equipment and tools are properly cleaned, maintained, repaired, and replaced as needed.
7. Participate in budget development, review, and management as assigned. Evaluate and recommend ground maintenance products and equipment.
8. Plan, coordinate, lead, and perform ground's needs in support of campus and community events.
9. Operate ground maintenance equipment and machinery and perform ground maintenance duties as required or assigned.
10. Perform other job-related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge Of:**

- Principles and practices of leading and teamwork.
- Methods, procedures, techniques, materials, chemicals, tools and equipment used in maintaining grounds.
- Irrigation systems and landscaping design and installation.
- Safety practices and procedures related to ground maintenance.
- Chemical handling, storing, application, and disposal.

### **Skills and Abilities To:**

- Lead, mentor, train, and motivate a team or group of staff.
- Assess, prioritize, plan, organize, and schedule work.
- Interpret and explain policies, procedures, and practices to staff.
- Prepare and manage budgets, materials and supplies inventory, and equipment.
- Demonstrate to staff the correct and safe use and maintenance of tools and equipment.
- Plan and manage projects including time and materials estimation.
- Work cooperatively with others.
- Demonstrate a commitment to diversity, equity, inclusion, and accessibility.

### **Education and Experience:**

High school diploma or GED and three (3) years of experience in ground maintenance, landscaping, or a related field.

Classification: Lead Grounds Maintenance Technician / Range: 19 / FLSA Status: non-exempt

Date Revised: ~~December 1998~~ July 2024 / Date Approved:

## **Certificates, Licenses, Special Requirements:**

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

## **Other Requirements:**

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees' values align with our District's mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

## **WORKING CONDITIONS**

### **Work Environment:**

Duties are primarily performed outdoors with regular movement between multiple locations and may occur during adverse weather conditions. Work may be performed at various hours, including during evening or night-time hours, and/or on weekends, and subject to change due to emergency situations. Work may frequently be performed alone for extended periods of time. Exposure to chemicals, dust, fumes, dirt, and other contaminants is frequent. Exposure to elevated noise levels may occasionally occur when training others or using ground maintenance equipment.

### **Physical Demands:**

Work is performed primarily while standing or walking at a normal pace; reaching and stretching with the arms; and grasping, holding, reaching, and twisting with the hands. Lifting, moving and/or carrying up to 50 pounds. Stooping, bending, kneeling, and reaching occurs regularly. Use of a ladder to 10 feet occurs occasionally.

Vision: See in the normal visual range with or without correction. Hearing: Hear in the normal audio range with or without correction.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

### **Mental Demands:**

Work independently in an environment of frequent interruptions. Handle stress created by fast paced environment and meeting deadlines.