

**GROUNDS WORKER/GARDENER I  
GROUNDS WORKER/GARDENER II**

**DEFINITION**

To perform a variety of semi-skilled and skilled gardening and turf maintenance duties; operate a variety of equipment such as street sweeper and tractor in the maintenance of paved areas.

**DISTINGUISHING CHARACTERISTICS**

Grounds Worker/Gardener I

This is the entry level class in the Grounds Worker/Gardener class series. Positions in this class will normally perform most of the duties required of the Grounds Worker/Gardener I and II, however, it is not expected to function at the same skill level and will normally exercise less discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits a pattern which has been established and explained before the work is started. Generally, changes in work procedures are explained in advance as they arise. Positions assigned to Grounds Worker/Gardener I class may reasonably expect to progress to the II level with training, experience, and satisfactory job performance.

Grounds Worker/Gardener II

This is the journey level class in the Grounds Worker/Gardener series. Positions in this class are flexibly staffed and are normally filled by advancement from the Grounds Worker/Gardener I class, or when filled from the outside, require prior experience in the maintenance of landscaped areas. Appointment to the higher class requires that the employee be performing substantially the full range of duties for the class and meet the qualification standards for the class. All positions assigned to the class require the ability to work independently, exercising judgment and initiative. This class differs from the Senior Grounds Worker/Gardener in that the Grounds Worker/Gardener II performs routine preventive maintenance while the Senior level performs major mechanical repairs.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Operations Supervisor or Building and Grounds Manager.

May receive technical or functional supervision from higher level grounds personnel.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

Plant, water, weed, trim, fertilize, and perform mowing of lawns, shrubs, trees and flower beds.

Aerate lawns and rake leaves; clean walks, fields, courts and other facilities.

Load trimming on trucks.

Spray plants and shrubs with insecticides and herbicides; mix chemicals for spraying.

**EXAMPLES OF DUTIES (CONTINUED)**

Pick up rubbish and paper, and perform general grounds cleaning.

Drive vehicles used to transport materials, tools and equipment as required.

Operate mowing equipment, tractors, trenchers and utilize a variety of hand and power tools in grounds work.

Perform routine preventive maintenance on equipment including mowing equipment, vehicles, and hand and power tools used in the work; replace spark plugs, oil filters, tighten belts.

Perform routine maintenance on irrigation equipment; install sprinkler system.

Dig post holes and trenches.

Assist in maintenance of athletic fields.

Respond to inquiries from the general public.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**Grounds Worker/Gardener IKnowledge of:

Basic methods, tools, materials, and equipment used in grounds maintenance work.

Safe Work practices.

Basic construction and repair methods.

Skill to:

Learn to operate a variety of light and/or heavy mechanical equipment.

Learn to mix and apply herbicides.

Perform heavy manual labor.

Perform unskilled and semi-skilled tasks and landscape maintenance work.

Follow verbal and written directions.

Establish and maintain cooperative work relationships with those contacted in the course of work.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be completion of formal or informal education sufficient to assure the ability to read and write at the level required for successful job performance.

License or Certificate:

Possession of, or ability to obtain, an appropriate valid California driver's license.

**MINIMUM QUALIFICATIONS (CONTINUED)**

Grounds Worker/Gardener II

In addition to the minimum qualifications for Grounds Worker/Gardener I:

Knowledge of:

Plant and turf pests and diseases, and methods for their control and eradication.  
Proper and effective use and maintenance of landscape maintenance tools, equipment and materials.  
The operational characteristics of the equipment utilized by the District.

Skill to:

Perform preventative maintenance on landscape maintenance tools and equipment.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be one year of experience performing duties comparable to that of a Grounds Worker/Gardener I.