

FEATHER RIVER COMMUNITY COLLEGE DISTRICT

570 Golden Eagle Ave., Quincy CA 95971

(530) 283-0202, ext. 257

www.frc.edu

MAINTENANCE SPECIALIST II - GROUNDS

DEFINITION:

Under general supervision, performs a variety of skilled tasks including installation, removal, repair, and maintenance related to the care and safety of campus grounds, athletic fields, and facilities and may direct the work of others in completion of assigned projects.

CLASSIFICATION:

- FLSA Non-Exempt
- Classified – CSEA
- Date Modified: July 2023

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Locks, unlocks, and secures classrooms, buildings, and gates; sets and disarms security alarms
- Checks all buildings having usage the prior evening and corrects any minor problems as needed
- Install, repair, and, maintain campus irrigation systems.
- Manage campus watering schedules, ensuring compliance with applicable watering guidelines and restrictions, and adjusting as necessary for the health of live landscape elements.
- Care and maintenance for live landscape elements including planting, mowing, trimming, irrigation, fertilizing, and watering.

- Cleanup and removal of snow, weeds, leaves, trash, and other materials while safely utilizing appropriate equipment and machinery.
- Execute weed and pest control in compliance with applicable statutes and regulations.
- Install, repair, and maintain fencing, gates, barriers, fixtures, signage and markings, roadways and paths, etc.
- Provide support for basic building maintenance tasks using hand and power tools.
- Operates a variety of District vehicles and equipment such as trucks, tractors, mowers, forklifts, etc.
- Excavation and trench digging.
- Load and transport equipment, materials, and debris.
- Reads and accurately interprets blueprints, technical plans, diagrams, and/or sketches in the normal course of work.
- Develop project plans including calculations, designs, sketches, scheduling, etc.
- Assists with the inspection of facilities and equipment for safety and to assist in planning.
- Maintains logs, submits paperwork, and prepares reports as appropriate and required.
- Supervises student workers
- Empties exterior wastebaskets and collects trash to maintain campus appearance
- Patrols parking area and enforces regulations, issues warnings and writes citations; performs other safety and security tasks as assigned.
- Act as a liaison for outside agencies using campus facilities; provide support for on-campus events as assigned
- Home athletic contest preparation including:
 - Set-up facilities for events
 - Lining and marking of fields
 - Placement of extra seating
 - Placement of rope fencing
 - Maintain venue appearance
 - Set-up of concessions facilities
 - Supervise student help assisting with events
 - Secure and lock all facilities after event
- Serves as Maintenance Department contact for camp and clinic events
- Addresses building maintenance needs and/or notifies appropriate maintenance staff about building needs as identified in the performance of work
- Prepare and/or repair surfaces in preparation for refinishing/painting; perform refinishing/painting of interior and exterior surfaces.
- Assists in maintaining shop inventories
- Performs other duties as assigned

Knowledge of:

- Modern methods of caring for turf, shrubs, trees, ground cover, and other live landscape materials.
- Irrigation methods, principles, and techniques involving a variety of materials.
- The properties and safe usage of cleaning compounds, pesticides, fertilizers, etc. used in maintaining campus facilities.
- General housekeeping practices and procedures
- Proper use of housekeeping equipment
- Proper use of ground keeping equipment
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- Safe working practices and precautions for working with cleaning compounds and cleaning up bodily fluid spills
- Campus parking policies
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Skill in:

- Selecting and using appropriate tools and equipment for various duties
- Operating and maintaining grounds keeping/lawn maintenance equipment
- Maintaining irrigation systems
- Applying cleaners, disinfectants, fertilizers, pesticides, and other solutions appropriately and safely
- Measuring and calculating angles, lengths, area, and volume
- Using gloves and other protective equipment for personal safety
- Provide training for new and other department staff
- Monitoring student employment activities
- Working cooperatively with various college departments
- Using cleaning products and chemicals for floor care and maintenance

MINIMUM QUALIFICATIONS:

- High school diploma or GED
- Two years of relevant professional experience and/or any combination of training and work experience that demonstrates the knowledge and skills required to perform satisfactorily in the position.
- Must be willing to work non-standard hours including nights and weekends as assigned; may be called upon during off-hours for school emergencies.
- Must possess a valid driver's license and have a satisfactory driving record
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students

DESIRABLE QUALIFICATIONS: A combination of education and experience equivalent to:

- Completion of sufficient formal and/or informal education to ensure successful job performance
- Commercial/ Athletic grounds maintenance experience
- Community college experience
- Class A driver's license

PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties with or without reasonable accommodations are:

- Performs moderate to strenuous (heavy) manual labor tasks including digging, trenching, lifting, pushing, pulling, etc. materials up to 75 lbs.
- Working in exposure to cleaning solutions, disinfectants, chemicals, bacteria, and bodily fluids
- Manual dexterity to operate equipment and manipulate objects
- Walking, standing, stooping, kneeling, reaching and climbing stairs
- Speech and hearing to give and receive instructions and information

This work is performed both indoors and outside in seasonal weather.