

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Groundsperson

**BASIC FUNCTION:** Under the supervision of the area Director/Supervisor, performs routine maintenance and basic gardening in the care of grounds and plants.

**PROVIDES WORK OR LEAD DIRECTION TO:** Not applicable – no permanent full-time staff to supervise.

**REPRESENTATIVE DUTIES:**

1. Waters lawns, trees and shrubs.
2. Prunes plants, trees, and shrubs; and plants flowers.
3. Controls weeds.
4. Cuts and edges grass; and rakes leaves from lawns.
5. Picks up debris and paper and does general grounds cleaning.
6. Spades and otherwise prepares ground around plants and shrubs.
7. Mixes and/or applies fertilizers and herbicides.
8. Cleans and maintains dirt and other surface paths.
9. Operates mowers, edgers, blowers, and sweepers.
10. Cleans parking areas.
11. Performs variety of building maintenance as assigned.
12. Checks for irrigation problems, performs minor repairs, and re-programs clocks as needed.
13. Picks up supplies from vendors as requested.
14. Picks up trash cans and trash generally.
15. Sets up tables, chairs, and stages as assigned, reports and secures safety hazards.
16. Participates in District-provided in-service training programs.
17. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
18. Performs other duties, related to the position, as assigned.

**EDUCATION:** Graduation from high school or GED equivalent is required.

**EXPERIENCE:** One year of generally related commercial and/or government grounds keeping experience is required.

**LICENSES/CERTIFICATIONS:** Must have a valid California driver's license, and have (and maintain) an insurable driving record acceptable to the District's insurance carrier, is required.

**KNOWLEDGE OF:** Grounds keeping methods, materials and equipment; basic gardening procedures.

**ABILITY TO:** Perform manual work; follow oral and written directions.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

**CONTACTS:** Co-workers, students, other departmental staff, vendors, security personnel, and the general public.

**PHYSICAL EFFORT:** Requires the ability to exert physical effort, such as walking, standing and lifting; operation of grounds equipment. Must be able to lift up to 50 pounds.

**WORKING CONDITIONS:** Outdoor grounds environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.