

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CLASSIFIED
SALARY TABLE/RANGE: 29/24

JOB TITLE: SENIOR FACILITIES ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned administrator, lead and participate in a variety of specialized grounds maintenance and landscaping work; including maintaining and upgrading landscaped areas, laying out and installing hardscapes, laying out and installing automated irrigation systems, underground utility work, operating complex equipment and heavy machinery; assure related buildings, facilities and grounds are maintained in a safe, clean and orderly condition; train and provide work direction and guidance to assigned personnel.

DISTINGUISHING CHARACTERISTICS:

The Senior Facilities Assistant classification performs more skilled landscape maintenance and upgrading work; operates complex equipment to maintain, renovate, and upgrade the campus landscaping; will also serve as lead on proposed projects as assigned by management. The position is responsible for the more technical aspects of landscaping where planning, installing, blending, and maintaining the plants, materials, hardscapes, and irrigation systems provide a complete ecosystem.

ESSENTIAL DUTIES:

Participate in grounds maintenance and gardening activities in the beautification of grounds and landscaped areas; assist in establishing related timelines and priorities; assure related activities comply with established standards, policies and procedures.

Assists the maintenance and operations department with assigned projects; collaborate with project managers including internal or external business partners to accomplish assigned tasks within established timelines and scope of authorized work.

Assist in the design, lays out, installs, operates, tests, adjusts, schedules, maintains, and evaluates manual and automated irrigation systems.

Plans out, estimates costs and with supervisor approval secures materials ; installs new or upgraded landscaping including soil amendments, plants, landscaping materials, hardscapes, and irrigation.

Operates common grounds equipment; such as ride on mowers, edgers, hedge trimmers, chain saws, pole saws, chippers, backpack blowers and string trimmers.

November 2020

Operates complex equipment such as tractors, loaders, top dressers, automated seeders, aerators, renovators, sweepers, trenchers, steer loaders, earth moving equipment, aerial lifts, forklifts and boom sprayers.

Ensure the growth and vitality of plants, flowers, lawn, and garden structures throughout district campuses; edge, trim and water lawns, fields and other turf grounds; hoe and pull weeds; rake leaves; plant, cultivate, prune, spray and fertilize flowers, trees, grass and shrubs.

Assist maintenance personnel with underground utilities, including excavation, assessment and repairs as directed by management.

Cleans and maintains retention basins, storm drains, drainage channels, and roof drains free from mud, leaks , leaves, trash and debris.

Works in collaboration with other employees in the department, assists with setups and teardowns of campus events and performs other related tasks as required in the grounds/landscape field.

Coordinate and conduct inventory activities as requested by management; monitor and maintain adequate inventory levels of assigned supplies, materials and equipment; order, receive and store supplies, materials and equipment; pick up and distribute supplies, mail, materials and equipment as required.

Operate a variety of equipment including hand and power tools; perform minor maintenance and repairs on equipment as needed; drive a vehicle to conduct work; utilize a computer and assigned software to complete assigned duties.

Communicate with staff and outside agencies to exchange information and resolve issues or concerns related to assigned tasks and as delegated by management; provide assistance, directions and general information to the public as requested.

Provide assistance as needed with the preparation and maintenance of various records and reports related to supplies, equipment, inventory, incidents, accidents, requests and assigned activities; establish and maintain filing systems for equipment and room set-up requests.

Identify and report safety, sanitary, security and fire incidents and hazards to appropriate personnel; report major maintenance and repair needs to appropriate personnel

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Heavy landscape equipment operation, safety and maintenance.

Landscape design utilizing hardscapes, materials and planting to create professional looking landscapes.

Plant identification, care and maintenance

Proper methods and procedures for planting, transplanting, cultivating, fertilizing, mowing, edging, trimming, and pruning.

Turf management practices, including mowing, fertilization, weed control and irrigation.

Proper design, layout, installation, testing, scheduling, adjustment and maintenance of manual and automated irrigation systems.

Approved methods and materials used in the control and eradication of common plant diseases, weeds, and pests.

Operation of a wide variety of hand and power tools and equipment.

Inventory practices and procedures and proper methods of storing equipment and supplies.

Operation of a computer and assigned software.

Requirements of maintaining District buildings in a safe, clean and orderly condition.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Appropriate safety precautions and procedures.

Record-keeping techniques.

Proper lifting techniques.

ABILITY TO:

Participate in a variety of custodial, grounds maintenance and routine building maintenance activities at an assigned District site.

Assure related buildings, facilities and grounds are maintained in a safe, clean and orderly condition.

Train and provide work direction and guidance to assigned personnel with supervisor's approval.

Proper maintenance of athletic fields and other landscaped areas.

Operate and maintain a wide variety of hand and power tools and equipment.

Operate heavy equipment.

Coordinate and conduct inventory activities and maintain adequate levels of supplies and equipment.

Move and arrange furniture and equipment.

Observe and report safety hazards and need for maintenance and repair.

Operate a computer and assigned software.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Work independently with little direction.

Observe health and safety regulations.

November 2020

Meet schedules and timelines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years increasingly responsible and specialized grounds or landscape maintenance experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license
Equipment Operators/Safety Certificate
Forklift Certification

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Seasonal heat and cold or adverse weather conditions.
Exposure to fumes, dust, odors, oil, grease and gases.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of equipment.
Walking or standing for extended periods of time.
Seeing to perform custodial, gardening and maintenance activities.
Lifting, carrying, pushing or pulling heavy objects as assigned by position.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.
Heavy physical labor.
Climbing ladders.

HAZARDS:

Exposure to cleaning agents and chemicals.
Working around and with machinery having moving parts.
Working at heights.
Potential exposure to blood borne pathogens.