

Classification and Qualification STANDARDS

Groundworker Trainee

Class Code: 0733

Date Revised: 04-01-2005

FLSA: Non-Exempt

Classification Standard Reformatted: 03-01-2014

OVERVIEW:

Under immediate supervision, the Groundworker Trainee follows formal training objectives and performs a variety of progressively more complex groundworker tasks. The Groundworker Trainee works with journey-level and Lead Groundworkers in order to learn the proper and safe methods of trimming trees, hedges, shrubs, and erecting tree supports, as incidental parts of their assignments, and are trained to recognize the more common plant diseases, pests and weeds to properly maintain and handle pesticides, sprays and other chemicals used in groundwork; in the use, care and maintenance of grounds tools, supplies and equipment; and may also be trained in the operation and maintenance of small power-operated motor pavement sweepers, power mowers, small riding mowers and other gardening power equipment as an incidental part of their assignment. Incumbents will be trained to recognize the more common species of ornamental shrubs, trees, and flowers grown in California; general gardening and grounds maintenance methods; and may be required to complete requisite courses in gardening and horticulture.

Incumbents may not be appointed to positions in this classification for more than one year. Upon successful completion of the training period, as determined by campus evaluation and classification review processes, the trainee advances to the Groundworker classification. Permanent status cannot be earned in this classification.

This classification is distinguished from the Groundworker classification and higher level classifications in the series by the absence of substantial responsibility for the completion of journey-level tasks on a continuing basis, and by the requirement that incumbents in this classification receive immediate supervision from journey-level Groundworkers according to the objectives of a formal training plan.

TYPICAL ACTIVITIES:

The duties listed below are intended only illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Groundworker Trainees typically perform work involving some or all of the following duties: perform a variety of assignments related to the basic tasks of groundwork; assist Groundworkers and other grounds specialists in planting, cultivating, fertilizing, watering and spraying ornamental plants, shrubs, hedges, trees, lawns, and flowers; rake leaves, hoe weeds, and clean trash from assigned areas, including parking lots; may assist in the preparation and lining of athletic fields for events; and may drive pickups and other automotive equipment in the performance of assigned duties.

MINIMUM QUALIFICATIONS:

Knowledge:

Working knowledge of simple garden tools and supplies.

Abilities:

Ability to work in a trainee capacity demonstrating continued progress or improvement in work habits, knowledge and abilities; follow simple written and oral instructions; establish and maintain cooperative working relationships with others; read, write and perform tasks at a level appropriate to the duties of the position; and demonstrate a definite interest in a grounds career.

License:

Some positions may require possession of a valid California driver's license.