



Job Description

Job Title: Landscape Services Technician II

JTC: TN3

Salary Range: N02

FLSA: Non-Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Responsible for maintaining landscape, hand powered tools and equipment. Performs a variety of tasks such as planting, trimming, sod laying, watering, and mowing in order to maintain and upkeep areas around college buildings, facilities and maintains landscaping equipment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of landscaping, construction, grounds keeping, gasoline/electrical engine and repair. Able to follow safety rules and always ensure the safety of individuals and occupants of the buildings.

Must be able to operate Landscape Management equipment. Ability to plan, prioritize organize and accomplish assigned duties. Ability to use a computer.

Must have strong organizational skills, ability to multi-task, detail-oriented approach to work, strong decision-making skills, good follow-up, ability to complete tasks.

Ability to effectively present information and respond to questions from groups of managers, and clients. Ability to work with employees and clients in such a manner as to ensure cooperative work environment.

Ability to communicate effectively and courteously with individuals from diverse backgrounds. Strong knowledge and experience providing effective customer service.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 50 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

High School Diploma plus one (1) year of experience. Pesticide license is required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Engaged in trimming shrubs, bushes, trees and planting foliage. Performs a variety of tasks such as planting, sod laying, watering, and mowing in order to maintain and upkeep areas around college buildings.

Responsible for various functions such as mowing grass with riding and push mowers, edging and trimming. Ensures safe work practices for landscape area and ensures campus is in compliance.

Works closely with other coworkers and engaged in tasks of weeding flowerbeds, transplanting flowers and trees.

Maintains sprinkler system or notifies supervisor of issue with sprinkler. Creates landscapes and outdoor areas. Applies products according to schedule, safety procedures and label instructions. Responsible for the safe storage of all ground's equipment. Maintains and repairs equipment, such as, tractors, mowers, etc.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

Performs related duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.