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**TENTATIVE AGREEMENT
BETWEEN THE CERRITOS COMMUNITY COLLEGE DISTRICT AND THE
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CERRITOS
CHAPTER 161**

July 22, 2025

18 The tentative agreement memorialized herein between the Cerritos Community College
19 District and the California School Employees Association and its Cerritos Chapter 161 is
20 expressly made pursuant to the Educational Employment Relations Act, the Collective
21 Bargaining Agreement between the parties, and the public notice provided for these
22 reopener negotiations.

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**JOB DESCRIPTION
LEAD GROUNDSKEEPER
GRADE 34**


18 The parties have met and negotiated over the revisions reflected in the attached job description
19 for Lead Groundskeeper (Grade 34), and hereby approve those revisions.

20 FOR THE DISTRICT

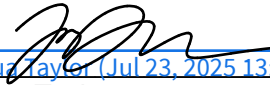
20 FOR THE ASSOCIATION

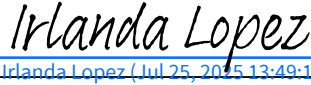
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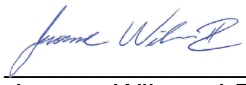

Mercedes Gutierrez (Jul 23, 2025 13:32:46 PDT)
Dr. Mercedes Gutierrez
Vice President, Human Resources


Erik Duane (Jul 23, 2025 13:20:06 PDT)
Erik Duane
CSEA Lead Negotiator

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Joshua Taylor (Jul 23, 2025 13:13:22 PDT)
Joshua Taylor
District Counsel


Irlanda Lopez (Jul 25, 2025 13:49:17 PDT)
Irlanda Lopez
CSEA President


Jerome Wilson, LRR
Jerome Wilson, LRR
CSEA Representative

Position: Lead Groundskeeper	Salary Grade: 34
Proposed changes to DISTRICT: 07/18/2025 Proposed changes to CSEA: 07/18/2025	BD: 07/18/12

Summary

Plans, prioritizes, assigns, reviews, and participates with a team of Groundskeepers in providing grounds, sports field, and landscape maintenance. Performs work requiring the highest skill level such as, but not limited to, equipment operation for major projects, turf management, and irrigation.

Distinguishing Career Features

The Lead Groundskeeper is a senior, partial leadership position. The Lead Groundskeeper requires competency in equipment operation, irrigation, and project leadership.

Essential Duties and Responsibilities

- Coordinates, prioritizes, and assigns Groundskeepers. Participates in and reviews the work progress and results of grounds and landscape maintenance services.
- Accesses, retrieves, and assigns work orders using the automated work order system.
- Provides and/or coordinates training of grounds workers to improve their skills and work performance.
- Establishes schedules and methods for providing grounds and landscape maintenance services within the limitations of available staffing and equipment and in compliance with established health and safety regulations.
- Participates in and administers grounds and landscape maintenance project planning. Prepares drawings and other diagrams for grounds and landscape projects such as beautification and athletic fields. Estimates project cost, including labor hours and materials. Monitors expenditures and timely completion of assigned duties
- Monitors the preventive and regular maintenance of assigned equipment. Requisitions supplies and equipment. Recommends acquisition of new equipment or disposal of existing equipment.
- Coordinates a small team to take on district maintenance projects, including but not limited to, moving materials and equipment, repairing fences, roofs and asphalt, mixing and pouring concrete, and installing play and athletic field equipment.
- Ensures that outdoor courts, tracks, and fields are ready for intercollegiate and recreational events.
- Operates a backhoe and other excavating/landscaping equipment requiring similar training.
- Coordinates, reviews, maintains, and ascertains the ~~Material~~ Safety Data Sheets (~~M~~SDS) for the Maintenance department, including the master campus logs.

- Installs, repairs, and replaces landscape irrigation systems following, interpreting, and modifying blueprints, designs, or sketches.
- Installs, adjusts, maintains and repairs electronic timers. Installs, inspects and performs repairs to electronic and hydraulic valves and controllers.
- Replaces and repairs a wide variety of sprinkler heads and lines by removing, disassembling and replacing worn or broken parts.
- Drains, flushes, cleans, and repairs water storage reservoirs and irrigation boxes from water sources on a periodic basis. Performs maintenance on fire hydrants. Assists with installation of new water lines.
- Applies fertilizers, herbicides and pesticides to areas, as authorized. Places postings where pesticides are being applied. Disposes of product containers per instructions and applicable environmental regulations.
- Ensures the safe and proper application of herbicides, pesticides and fertilizer.
- Prepares and maintains a variety of records and reports pertaining to work orders, work schedules, equipment repair, and supplies. Documents work activities, inspections, and unanticipated occurrences. Maintains master campus logs of MSDS sheets.
- Raises and lowers flags according to protocol.
- Maintains currency in knowledge and skills related to the duties and responsibilities.
- **Use of District owned vehicles for on and off campus business will be required.**
- Performs other related duties as assigned, including those of a Groundskeeper.

Qualifications

▪ **Knowledge and Skills**

The position requires considerable knowledge of garden, landscape and grounds maintenance methods and techniques, including horticulture, turf maintenance, weed and pest control and irrigation systems. Requires a working knowledge of the rules, regulations or codes governing use of pesticides, fungicides and herbicides including safety considerations. Considerable skill in using hand and garden tools and operating light and medium duty equipment including those such as backhoes. Must have a working knowledge of maintenance and repair of grounds and landscaping equipment. Requires a thorough knowledge of sound safety practices for tools, equipment, materials and chemicals used in the line of work. Must have sufficient administrative and leadership, and communication skills to document work and work productively with others.

▪ **Abilities**

Requires the ability to train, guide, and perform the same duties as other grounds workers engaged in skilled to unskilled tasks. Requires the ability to issue and follow written and oral instructions and complete records and reports. Must be able to develop and project department budget needs and oversee equipment and supply inventories. Must be able to plan, organize and prioritize work in order to meet maintenance and upkeep schedules. Must be able to understand, interpret and explain District and department policies and procedures. Requires the ability to maintain productive and cooperative working relationships with others.

- **Physical Abilities**

Incumbent performs work outdoors and of an active nature, requiring sufficient cardiovascular fitness to carry out assignments. Requires the ability to stand for extended periods of time, walk up to 400 yards, and manipulate (lift, carry, move) light to heavy weights of up to ~~75~~ 50 pounds on a regular basis. Requires the ability to push, pull, and guide materials over 75 pounds. Requires the ability to climb (e.g. ladders), stoop, kneel, and crouch on a regular basis. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate demanding grounds equipment and read instructions and safety information. Requires ~~auditory~~ ability to ~~hear~~ perceive and respond to auditory cues such as machinery sounds and alarms. Requires near and far visual acuity to read printed materials, moving objects, and observe work-in-progress with or without accommodation. Requires ~~speaking~~ ability to communicate effectively during routine interactions carry on ordinary conversations. Requires the ability to work in extreme temperature conditions.

- **Education and Experience**

The position requires a High School diploma or equivalent and 4 years of increasingly responsible grounds keeping experience performing in areas such as turf management, operation of excavating equipment, landscaping, horticulture, and irrigation. Post high school training in landscaping or related area may substitute for some experience.

- **Licenses and Certificates**












Requires valid Driver's License. ~~State of California Pesticide Applicators Certificate.~~

Working Conditions


Work is performed indoors and outdoors where significant health and safety considerations exist from physical labor and working with machinery.


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 Agreement completed.
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