

POSITION DESCRIPTION

Position descriptions are the foundation for recruiting, classification decisions and performance evaluations. A position description is maintained in Human Resource Management for all staff and management employees describing current job duties and responsibilities. Position descriptions should be updated as needed to reflect current duties and submitted to Human Resource Management for review. New employees should review and discuss their position description with their Appropriate Administrator.

Action Requested: *Organizational Chart required for all actions.*

- Review of a new or vacant position
- Initiate a classification review
- Update an existing position description (no review requested)

Name of incumbent <i>(if filled position):</i>		
<i>If vacant, name of previous incumbent:</i>		
Working Title: Irrigation Specialist		
Classification Title: Irrigation Specialist - Non-Exempt		
Department Name: Facilities Services		Division: Administration & Finance
Appropriate Administrator/Supervisor Title: Scott Bourgeois		
Position Number: 00000705	Job Code: 0735	Grade Level: 1
Time Base: 1.0	FLSA Status: Non-Exempt	

Position Summary: *In a few sentences, briefly describe the primary function of the position.*

Under general supervision of the Grounds Manager, the Irrigation Specialist maintains and repairs grounds irrigation piping, distribution and computerized systems. Incumbent performs planning, cost estimating and installation of new systems; uses and operates trencher and other related equipment in the performance of duties.

Major Duties:

Describe the major responsibilities assigned to this position (typically 5 to 7) listing them in order of importance. Indicate the approximate percentage of time spent in each area of responsibility, estimated over a year timeframe (Minimum of 5% for a given duty. Primary responsibilities should represent the majority of the time allocation, with the total equaling 100%). Miscellaneous or other duties should be 5%.

Indicate duties, which are “essential functions” by checking the Essential Function box in the right column.

*The Americans with Disabilities Act (ADA) provides that there shall not be a barrier to employment for an otherwise qualified disabled individual who is able to perform the “essential functions”, which is intrinsic to the work. **A function may be essential because 1) the position was established to perform the function; 2) a limited number of employees are available to perform the function; and/or 3) removing the function would fundamentally change the position.** (Example: A receptionist must be able to respond to in-person, telephone and electronic inquiries).*

Description of Duties	% of Time Total = 100	Essential Function
Responsible in maintaining campus irrigation infrastructure, duties include but not limited to: Inspects, services, repairs and maintains a preventive maintenance program for irrigation main lines, lateral lines, irrigation heads, valves, automatic irrigation control devices and other related equipment. Provides minor repairs on irrigation controls. Provides lead work to other grounds workers as they repair and maintain irrigation systems within their work area.	40	<input checked="" type="checkbox"/>
Performs Grounds Worker duties and drives automotive equipment when necessary.	25	<input checked="" type="checkbox"/>
Clears blockages from valves and pipes. Performs manual and mechanical trenching, replaces main line valves and remote control valves; plans irrigation systems; selects types of irrigation equipment, estimates	15	<input type="checkbox"/>

costs, and installs or modifies irrigation systems; reviews landscaped areas and coordinates the installation of new sprinkler systems and the modification of existing irrigation systems, taking into consideration the vegetation, soil conditions and evaporation and water retention factors; may perform emergency repair work on irrigation systems.		
Serves as lead person overseeing the work of staff engaged in routine irrigation maintenance activities, work closely with contractors installing irrigation systems around new structures to assure proper irrigation capabilities of the system; may from time-to-time provide lead work direction to students.	10	<input type="checkbox"/>
Interprets landscape and irrigation designs and makes changes on prints when necessary; prepare or revise sketches or plans to show location of pipes, valves, irrigation heads, and water pressure. Maintains records and reports for irrigation equipment, supply requisitions, inventory and costs.	5	<input type="checkbox"/>
Other duties as assigned	5	<input type="checkbox"/>
		<input type="checkbox"/>

Changes in position: *If this is an existing position that you believe has changed, what specific duties or responsibilities have been changed, added to, or removed since the position was reviewed previously or since the incumbent was assigned?*

Physical Effort: *Indicate the type of physical effort which is essential to the position activities:*

Heavy Work - 50% or more of the activities involve walking, standing, squatting, kneeling or climbing; involves lifting heavy weight objects which may exceed 50 pounds.

Environmental Factors: *Indicate the type(s) of environmental factors which are essential to the position activities:*

<input type="checkbox"/> Inside (Typically Office Environment) Frequency: Choose an item.	<input checked="" type="checkbox"/> Extreme Temperature (hot/cold) Frequency: Frequently	<input type="checkbox"/> Elevated Work (Raised platform/scaffold) Frequency: Choose an item.
<input checked="" type="checkbox"/> Outdoor Frequency: Constantly - Essential	<input type="checkbox"/> Hazards Frequency: Choose an item.	

Supervision Received: *Indicate the level of supervision received by the position from the Appropriate Administrator.*

General Direction - general control over administrative aspects of work; plans and organizes methods for completing tasks and managing responsibilities; makes decisions which have a wide impact on the work of others or the work unit.

Supervision Exercised: *Indicate the type of supervisory responsibilities that are associated with the position.*

Serves as a lead person for a small work group and/or students (non-manager).

Specialized Materials: *The position may require the use of the following equipment, machinery, tools, vehicles or office equipment:*

1. Central computerized irrigation system
 2. Progressive electronic equipment (valve locator, fault finder, wire detector)
 3. Tractor/skip loader, tractor/trencher, large and small fork lift

Special Working Conditions: *List any overtime requirements, 24/7 on-call, work schedule, etc.*

Knowledge, Skills, and Abilities:

Knowledge: Thorough knowledge of the methods, materials, tools and equipment used in the maintenance, repair and installation of irrigation pipe lines, remote control valves, in-line isolation valves, low voltage direct burial wiring, surge pump systems, specialized automated control devices, and computerized automated water saving software systems. Thorough knowledge of the soil conditions of

the various areas of the campus; climate of the area in which the campus is located; and the mechanical principles of equipment. General knowledge of the kinds of control devices and irrigation equipment available on the market. Abilities: Ability to plan, estimate costs, and install or modify irrigation systems for particular sections of the campus; repair and maintain existing irrigation systems; operate equipment, such as, small trench-diggers; provide lead work direction to others; and read and write at a level appropriate to the duties of the position. Ability to read and interpret landscape irrigation blueprint drawings, plan legends and detailed specifications related to irrigation water supply lines and irrigation systems. Ability to perform general service and repairs to timing devices, and components of irrigation control panels to insure the automated irrigation of the campus landscape. Ability to schedule central computerized irrigation systems. Ability to establish and maintain effective working relationships with staff, faculty, students and others.

Experience and Education:

Two years experience in the care and maintenance of landscaped areas or general grounds, with one year of extensive maintenance, repair and modification of irrigation systems and irrigation equipment.
Valid Driver License

Preferred Qualifications and/or Specialized Skills and Abilities: (if none, write N/A):

High School graduation or equivalent; completed educational or vocational course work relating to the applied mechanical principals of irrigation systems equipment and designs is highly desirable.
Two years experience in the care and maintenance of landscaped areas in an institutional setting, with one year of extensive maintenance, repair and modification of a commercial or institutional automated irrigation system is highly desirable.
Certificate in irrigation and landscape design - preferred

Signatures *(Acknowledgement that the information is accurate)*

Name of Employee:	Signature:	Date:
Name of Supervisor/Dept. Manager:	Signature:	Date:

For HR Use Only

Classified By: Tanisha Dean Date: 5/28/2024

- General Reporter
 Limited Reporter
 Background Check
 Fingerprints
 Physical Exam
 Driver's License
 Conflict of Interest
 MPP Job Code _____