HIGHLAND PARK ISD

Office *of* Human Resources

Job Title: Irrigation and Grounds Specialist

Exemption Status/Test: Nonexempt

Reports to: Facility Services Supervisor

Pay Grade/Days: 5/240 days

Dept./School: Maintenance and Operations / Facilities

Date Revised: August 2026

PRIMARY PURPOSE:

Maintain and repair district-wide irrigation systems to achieve peak operating excellence, resource efficiency, and water conservation. Cultivate visually appealing flower beds, perform proper tree trimming and arbor care, and support the broader grounds team in executing professional landscaping to ensure safe, pristine, and welcoming campus environments.

QUALIFICATIONS:

Education/Certification:

Education: High school diploma or GED equivalent.

Integrated Pest Management (IPM).

Driver's License: Valid Texas Driver's License with a clean driving record acceptable for district vehicle insurance.

Preferred: Active Licensed Irrigator or Licensed Irrigation Technician credential issued by the TCEQ.

Optional Certification: Texas Department of Agriculture (TDA) Commercial/Non-Commercial Pesticide Applicator License is a plus.

Knowledge/Skills/Abilities:

Technical Troubleshooting: In-depth knowledge of two-wire and multi-wire electrical irrigation systems, valves, controllers, and backflow prevention devices.

Horticulture, Arboriculture & Aesthetics: Knowledge of Texas-native plants and tree species, proper tree pruning techniques (including clearance and structural cuts), soil preparation, mulching, and flower bed design.

Equipment Proficiency: Mastery in safely operating trenchers, small tractors, commercial mowers, line trimmers, chainsaws, pole pruners, and wood chippers.

Water Conservation: Understanding of Texas municipal water restrictions, drip irrigation scheduling, and optimal root-zone watering for trees and ornamental beds.

Experience:

2–3 years of commercial irrigation system maintenance and repair preferred.

MAJOR RESPONSIBILITIES AND DUTIES:

Tree Maintenance & Safety

1. Perform proper pruning and trimming of shade and ornamental trees to promote health, structural integrity, and aesthetic value.

2. Clear low-hanging branches, deadwood, and obstructions along walkways, driveways, campus signage, and security camera sightlines to ensure student safety and building clearance.
3. Identify and report tree diseases, insect infestations, structural defects, or hazardous storm damage to supervisors.
4. Safely operate and maintain chainsaws, pole saws, and pruning shears, adhering strictly to safety standards for tree work.

Flower Bed Care & Landscape Aesthetics

5. Design, plant, and maintain healthy ornamental vegetation, and plant zones across all district campuses.
6. Execute routine flower bed detailing, including precision weeding, deadheading, plant division, and redefining crisp bed edges.
7. Cultivate soil, and lay high-quality mulch to suppress weeds, retain moisture, and ensure a clean, professional aesthetic.
8. Monitor plant health closely, identifying and treating diseases, nutrient deficiencies, or pest infestations affecting ornamental flowers and shrubs.

Irrigation Diagnostics & Repair

9. Inspect, troubleshoot, and repair commercial underground sprinkler lines, mainlines, lateral lines, and clogged nozzles.
10. Design and adjust micro-irrigation, bubblers, and drip systems specifically tailored to flower beds and tree root zones to ensure optimal hydration without water waste.
11. Disassemble, rebuild, and reassemble faulty irrigation control valves and clear electrical faults in field wiring.
12. Program, monitor, and update central smart irrigation controllers to adjust for seasonal weather shifts and local drought mandates.
13. Coordinate regular backflow prevention testing and perform winterization (blow-outs) or seasonal startups.

Groundskeeping & Operational Logistics

14. Assist the grounds crew in routine property upkeep, including commercial mowing, edging, and debris blowing.
15. Safely remove and replace sod, plants, and dirt during trenching, ensuring flower beds, tree zones, and lawns are fully restored to a pristine state post-repair.
16. Prioritize and log completed daily tasks using the district's digital work-order system.
17. Clean, inventory, and organize irrigation and landscaping supplies, requesting parts and plant stock as needed.

Supervisory Responsibilities:
None

Mental Demands/Physical Demands/Environmental Factors:
Tools/Equipment Used: Commercial mowers, line trimmers, edgers, blowers, chainsaws, pole saws/pruners, pruning shears, wood chippers, trenchers, small tractors, irrigation diagnostic equipment, hand tools, power tools, irrigation controllers, valves, pumps, backflow prevention equipment, and related landscaping equipment.

Posture: Frequent standing, walking, bending, stooping, kneeling, squatting, reaching, climbing, and working in awkward positions. May work on ladders or elevated areas when performing tree maintenance.
Motion: Frequent walking and repetitive hand, arm, and shoulder movements; operating power equipment; digging, trenching, pruning, trimming, planting, edging, lifting, carrying, pushing, pulling, and other physical grounds-maintenance activities.
Lifting: Frequent lifting and carrying of irrigation parts, tools, plants, soil, mulch, sod, and landscaping materials. May occasionally lift heavy equipment or materials weighing 50 pounds or more with assistance or proper lifting techniques.
Environment: Primarily outdoor work in varying weather conditions, including heat, cold, rain, wind, and direct sunlight. Exposure to dirt, dust, pollen, insects, chemicals/pesticides, noise, wet or uneven terrain, irrigation water, and landscaping debris. Work may occur around moving vehicles, machinery, and equipment. Requires appropriate personal protective equipment and adherence to safety procedures.
Mental Demands: Requires sustained attention, sound judgment, problem-solving, and troubleshooting skills. Must diagnose irrigation, electrical, mechanical, plant-health, and tree-related issues; interpret irrigation system components and controller programming; prioritize work orders; follow safety procedures; respond appropriately to hazardous conditions; maintain accurate records; and work independently while communicating effectively with supervisors and coworkers.

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

Employee Name (printed): _____

Employee Signature: _____ Date: _____