EMPLOYMENT OPPORTUNITY

North Orange County Community College District
1830 W. Romneya Drive, 9th Floor, Anaheim, CA 92801-1819
Telephone: (714) 808-4810  Job Line: (714) 808-4811
E-Mail Address: hr@nocccd.edu  Website: www.nocccd.edu

GROUNDKEEPER (75%) / IRRIGATION SPECIALIST (25%)
JOB #DEC948
$2,735- $3,314 per Month
(The District pays employee's portion of PERS retirement contribution)

DATE POSTED: July 31, 2007  100% Position, 12 MONTHS PER YEAR
CLOSING DATE: August 20, 2007
POSITION LOCATION: Anaheim Campus – Facilities Planning & Maintenance
SCHEDULED SHIFT: 7:00 a.m. to 3:30 p.m., Monday through Friday
(Schedule and shift are subject to change in accordance with department needs)
STARTING DATE: As soon as possible

TYPICAL DUTIES:
This position is responsible for performing general maintenance duties on District grounds and skill work in the installation, repair, building, modifying, planning and designing of irrigation systems to assure proper irrigation to grounds including landscaped areas and athletic fields. Plant, maintain and mow lawns; trim and prune shrubs, hedges and trees; edge lawns and borders. Water landscaped areas including lawns, shrubs and trees; rake leaves and pull weeds. Prepare and cultivate soil for planting using fertilizers as needed; spray herbicides and pesticides according to established procedures; set traps for pest control. Participate in sprinkler installation, maintenance and repair; may prepare and restore grounds for various grounds-related projects as assigned. Prepare and maintain athletic fields and related facilities; clean and maintain gutters and storm drains; remove paper, trash and other debris from grounds areas. Assist in setting up equipment and facilities for special events; maintain routine records related to work activities. Operate and maintain a variety of hand and basic power equipment including mowers, edgers, pruners, power sweepers, blowers, forklifts, trucks, and other grounds equipment. Learn and apply emerging technologies and as necessary to perform duties in an efficient, organized, and timely manner. Install repair, build and modify irrigation systems; plan and design new irrigation systems; demonstrate the proper use of systems to appropriate personnel. Maintain, repair or replace irrigation equipment as needed including pumps, electronic and electro-mechanical controllers, valves, sprinkler lines, sprinkler heads, backflow devices and related equipment; repair or replace wiring. Clean blockages from valves, sprinkler lines, sprinkler heads, back flow devices and related equipment; repair or replace wiring. Clean blockage from valves, sprinkler heads and irrigation lines. Resolve problems concerning irrigation systems; troubleshoot and perform preventive maintenance to assure proper operation of irrigation systems. Communicate with various contractors, grounds personnel, vendors, manufacturers, representatives and other District personnel to discuss and resolve irrigation systems problems and to coordinate work activities. Maintain inventory of parts, tools and equipment for repair and installation work; estimate time and materials needed; order and purchase parts and equipment. Provide work direction and guidance to other personnel as needed. Prepare and maintain records related to labor materials. Perform related duties as assigned.

QUALIFICATIONS:
Knowledge of: Tools, materials and equipment utilized in groundskeeping work; common plants found on District grounds; cultivating, fertilizing, watering and spraying trees, shrubs and flowers; principles, methods, techniques and specialized equipment used in the installation and repair of irrigation systems; pumps, flow valves, pressure switches, time clock controller and related equipment; watering requirements for lawns, trees, plants and various types of soil; operation and maintenance of remote control valves and electronic control systems; basic electrical theory; rules for backflow prevention and health and safety regulations.

Ability to: Operate and maintain grounds equipment and sprinkler systems; learn and maintain appropriate record-keeping techniques; use assigned methods for control and eradication of plant pests, rodents and weeds; diagnose malfunctions and correct deficiencies in irrigation systems and peripheral equipment; work from blueprints, shop drawings and sketches; plan, organize and prioritize work; meet schedules and time lines; understand and follow oral and written directions; establish and maintain effective working relationships with others.
EDUCATION AND EXPERIENCE
High school diploma or equivalent, sufficient grounds experience to demonstrate the knowledge, skills and abilities listed. Any combination of training and experience equivalent to three (3) years of increasingly responsible experience in the installation and repair of irrigation systems.

WORKING RELATIONSHIPS:
The Groundskeeper/Irrigation Specialist completes assigned tasks under the direction of a supervisor and maintains frequent contact with District grounds and maintenance personnel, and outside vendors and contractors.

WORKING CONDITIONS:
Outdoor environment; subject to adverse weather conditions; subject to frequent lifting (up to 70 lbs. unassisted), standing, bending, digging; carrying, pushing and pulling; exposure to high levels of noise from equipment; exposure to hazardous chemicals and materials as well as various insects. May be required to wear a respirator or other safety equipment in execution of duties; may travel from site-to-site.

SPECIAL REQUIREMENTS:
A valid California's Drivers License.
Backflow Prevention Certification.

APPLICATION PROCEDURE:

DISTRICT APPLICATION REQUIRED
Applications may be downloaded at www.nocccd.edu, or requested from the Human Resources office by e-mailing hr@nocccd.edu or calling (714) 808-4810. Reference Job #DEC948, Groundskeeper (75%) / Irrigation Specialist (25%) on all correspondence. Cover letters, resumes, letters of reference, etc., if submitted, must accompany the completed application. The District will not return or make photocopies of application materials. It is the applicant's responsibility to make photocopies for personal records and ensure that the application packet is complete when submitted. Applicants must submit a new application packet for each position. Application packets previously submitted will not be pulled for resubmission.

THE DISTRICT DOES NOT ACCEPT APPLICATION MATERIALS BY E-MAIL OR FAX.

Mail or deliver your application packet in person to:

North Orange County Community College District
Human Resources, 9th Floor
1830 West Romneya Drive
Anaheim, CA 92801-1819

APPLICATION DEADLINE:
Completed applications must be received in the Human Resources office on or before August 20, 2007, 5:00 p.m. (Postmarks will not be honored.) Application materials received after the deadline date will not be considered.

The Hiring Committee will review the applications and select a limited number of candidates for an interview. This process may take several weeks after the closing deadline. At the time of the interview, a written exercise related to the position may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications does not ensure an interview. Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date.

Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable. All employees driving either its own leased, or district owned vehicles for District related activities must certify that they possess a valid Drivers License. Employees must certify that their vehicle is covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0) The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act.

THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER