GROUNDS ATHLETIC FIELD SPECIALIST
JOB #CCC787
$2,967 – $3,594 per Month
(The District pays employee’s portion of PERS retirement contribution)
This is a classified position subject to a one-year probationary period

DATE POSTED: November 25, 2013
100% Position, 12 MONTHS PER YEAR
CLOSING DATE: December 16, 2013
POSITION LOCATION: Cypress College – Physical Plant/Facilities
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 semi-skilled to skilled grounds keeping work to maintain athletic fields and associated landscaped areas. Perform a variety of specialized grounds maintenance work in the preparation and maintenance of athletic fields and surrounding landscaped areas. Layout, mark and line grass and play areas for practice and competitions; line with appropriate marking materials or equipment to delineate the area of play and restricting lines as prescribed and established by league and sport rules; grade and water infields and build mounds. Maintain and repair grass, sod and infield areas; mow, edge and trim athletic fields and surrounding landscaped areas; perform a variety of grounds maintenance duties including preparing and cultivating soils, fertilizing, weeding, pruning and other activities. Fertilize and apply chemical to control insects, diseases and rodents; maintain application schedule and records. Aerate and irrigate field areas; maintain and repair irrigation systems to assure proper and safe operating conditions; set timers and heads for proper time and distribution of water. Prepare clay surface for pitching and batting areas; drag infield areas and base paths according to established procedures. Perform minor maintenance and repair work on equipment and facilities; assist in setting up equipment and facilities for special events; maintain routine records related to work activities. Operate and maintain a variety of light to heavy equipment including mowers, edgers, pruners, power sweepers, blowers, sprayers, forklifts, tractors, trucks, line marking machines and other related equipment as required. Learn and apply emerging technologies as necessary to perform duties in an efficient, organized, and timely manner. Perform related duties as assigned.

QUALIFICATIONS:
Education and Experience: High school diploma OR equivalent AND sufficient grounds experience to demonstrate the knowledge, skills and abilities listed below.

Knowledge of: Methods, tools, materials and equipment utilized in maintaining athletic fields and landscaped areas; common plants found on District grounds; cultivating, fertilizing, watering and spraying trees, shrubs and flowers.

Ability to: Perform specialized grounds maintenance work in the preparation and maintenance of athletic fields and surrounding landscape; 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; perform heavy manual labor; 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.
WORKING RELATIONSHIPS:
The Grounds Athletic Field Specialist completes assigned tasks under direction.

SPECIAL REQUIREMENTS:
A valid California’s Driver License.

TRAINING REQUIREMENTS:
The following training must be completed after hire: Asbestos Awareness (16 hour course); Hearing Conservation; Industrial Truck/Forklift Certification; Pesticide Safety; Respiratory Protection; Utility Cart Certification.

WORKING CONDITIONS:
Outdoor environment; subject to adverse weather conditions; subject to frequent lifting (up to 70 lbs. unassisted), standing, bending, 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.

APPLICATION PROCEDURE:

Applicants MUST submit the following items:

- **DISTRICT CLASSIFIED APPLICATION REQUIRED**
  Applicants must answer all questions in the “General Information” section of the application on page 3 and must sign the application on page 4. Failure to complete these sections will result in exclusion from the applicant pool. All mandatory supplemental forms must be completed and returned with the application. Failure to complete these sections will result in exclusion from the applicant pool.

- **Copy of valid California Driver’s License:** Must be submitted with application. Applications submitted without a copy of California Driver’s License will not be considered.

Applications may be downloaded at [www.nocccd.edu](http://www.nocccd.edu), or requested from the Human Resources office by e-mailing hr@nocccd.edu or calling (714) 808-4810. Reference Job #CCC787, Grounds Athletic Field Specialist, in all correspondence. You may include cover letters, resumes, and letters of reference, etc., as attachments to your 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 APPLICATIONS OR ATTACHMENTS 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 **December 16, 2013, 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 personal, leased, or district-owned vehicles for District related activities must certify possession of a valid California Driver’s License. Employees must certify that personal vehicles are covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0). In some locations, may require special licenses or certifications. 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**

The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District’s full policy on non-discrimination, sexual harassment, sexual assault, treatment and counseling, and maintenance of a drug-free environment is available online at www.nocccd.edu.