GROUNDKEEPER
JOB # CCC978
$2,907 - $3,522 per month

The District pays employee’s portion of PERS retirement contribution (Classic members only)
This is a classified position subject to a one-year probationary period.

DATE POSTED: August 20, 2014
100% Position, 12 MONTHS PER YEAR

CLOSING DATE: September 8, 2014

POSITION LOCATION Cypress College – Physical Plant/Facilities

SCHEDULED SHIFT: 7:00 a.m. - 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 including landscaped areas, athletic fields and facilities. 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. 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.

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; 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.

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.
Licenses and other requirements: Position requires a valid California Driver’s License. Incumbent may be required to travel off site for business reasons. 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).

WORKING RELATIONSHIPS
The Groundskeeper completes assigned tasks under the direction of a supervisor.

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.

TRAINING REQUIREMENTS
The following training must be completed after hire: Electric Cart Certification.

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 forms will result in exclusion from the applicant pool.

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

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 #CCC978, Groundskeeper, in all correspondence. You may include cover letters, resumes, and letters of reference, etc., as attachments to your completed application. The District will 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 **September 8, 2014, 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. The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act. NOCCCD will not sponsor any visa applications.

**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