

**Grounds & Horticultural Technician - Campus
Mt. San Antonio College**

Direct Link: <https://www.AcademicKeys.com/r?job=119627>

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Posted Feb. 12, 2019, removed May 27, 2019

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| Job Title | Grounds & Horticultural Technician - Campus |
| Department | N/A |
| Institution | Mt. San Antonio College Walnut, California |
| Date Posted | Feb. 12, 2019 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Professional Staff |
| Academic Field(s) | Facilities/Maintenance/Transportation |
| Apply Online Here | http://apptrkr.com/1391294 |

Apply By Email

Job Description

Grounds & Horticultural Technician - Campus

Mt. San Antonio College

Job Category: Classified Unit B

Employee Group:

Time (Percent Time): 100%

Term (months/year): 12 months/year

Current Work Schedule (days, hours): Monday - Friday, 4:30 a.m. - 1:00 p.m.

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Salary Range: B-44

Salary: Steps 1 - 6, \$3,720 - \$4,742 per month

Shift Differential: Shift differential eligibility based on the current CSEA 651 collective bargaining agreement

Health & Welfare: College contributes \$12,608 toward annual premium for medical, dental, vision and life insurance coverage. Lifetime retirement benefits provided for eligible retirees.

The District participates in the Public Employees Retirement System (PERS), State Teachers Retirement System (STRS) retirement programs, and MetLife Social Security Alternative Plan.

Note Salary and Health & Welfare Benefits are subject to change.

Department: Grounds

Open Date: 02/08/2019

Closing Date:

Open Until Filled: Yes

Basic Function/Overview:

DEFINITION

Under general supervision, performs a variety of tasks related to the maintenance of campus grounds in support of instructional and learning activities. These include soil preparation, maintaining a variety of landscaping vegetation, planting, trimming, caretaking, fertilizing, weed and pest abatement and beautification. This position is responsible primarily for soft-scaping, creating and maintaining pathways, and other ornamental features. Safely operates a variety of grounds and landscaping equipment and ensures that projects are conducted in a safe manner and that the grounds are safe.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Supervisor, Grounds. Exercises no supervision of staff. May provide oversight and mentoring to staff helpers, substitutes, hourlies, volunteers, or newly hired staff.

CLASS CHARACTERISTICS

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Initially under close supervision, incumbents with basic grounds-keeping experience perform routine duties required to ensure that District grounds and facilities provide the highest level of safety for public and staff use. Initially, work is usually supervised while in progress and fits an established structure or pattern and exceptions or changes in procedures are explained in detail as they arise. As experience is gained, assignments become more varied and are performed with greater independence and positions may receive only occasional instruction or assistance as new or unusual situations arise and where they are fully aware of the operating procedures and policies of the work unit. Incumbents in this class may also assist other trades on an as needed basis. This class is distinguished from the Grounds and Horticultural Technician - Athletic/Sports Fields in that the latter is responsible for the preparation and maintenance of the District's athletic fields and other surrounding athletic complexes.

Essential Duties/Major Responsibilities:

1. Prepares soil, plants, and maintains a variety of landscaping and plant materials for the beautification of college grounds as assigned; plants, cultivates, prunes, sprays, fertilizes, and irrigates flowers, trees, grass and shrubs; hoes and pulls weeds and rakes leaves; edges walkways; sweeps, picks up and disposes of cuttings, branches, leaves, and other debris following assigned tasks.
2. Ensure and maintain the healthy growth and attractiveness of diverse plant material by cultural practice; establish and maintain flower beds and care for ornamental plants, annual and perennial flowers, shrubs, trees, and campus turf.
3. Uses professional pruning techniques (Pinch, thin, hedge) to appropriately shape or form vegetation for healthy growth and aesthetics.
4. Assess and report the irrigation needs of the plants, trees, shrubs, and landscape to assist in healthy growth and performs minor irrigation repairs.
5. Properly assess site conditions, pest problems, and apply the appropriate treatment for pest control and insect problems, weed abatement, fungi, and other hazards damaging to vegetation in accordance with all applicable requirements.
6. Operates a variety of grounds maintenance equipment to fill, grade, level, roll, and prepare grounds for planting, such as various hand tools, edgers, line trimmers, blowers, hedge shears, chain saws, mowers, spreaders, sprayers, rototillers, aerators, utility vehicles, trucks, loaders, tractors, sweepers, and riding mowers; mows assigned lawn areas utilizing appropriate equipment.
7. Transports sand, dirt, fertilizer, fuel, pesticides, tools, equipment, and other materials to and from various sites as directed; spreads fertilizer, sand, soil, mulch, and other materials utilizing appropriate equipment.
8. Performs minor preventive maintenance and minor repairs on grounds equipment; checks fluids and ensures proper lubrication of equipment; defers regular maintenance and repairs to the mechanics.
9. Performs a variety of duties in the removal of litter and trash from landscape and hardscape areas, blowing, sweeping, and general debris removal of all exterior hardscape areas.

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10. Estimates amounts of materials and labor; provides recommendations regarding needed parts and supplies.
11. Records and maintains work and material records.
12. Observes safe work methods and makes appropriate use of related safety equipment as required.
13. Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
14. Provides needed information and demonstrations concerning how to perform certain work tasks to new employees.
15. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.

Other Duties:

Performs other related duties as assigned.

Knowledge Of:

1. Principles, practices, methods, equipment, materials, and tools used in grounds maintenance.
2. Methods and techniques for cultivating, fertilizing, watering, and spraying of flowers, trees, and shrubs.
3. Safe operation and routine maintenance of: power and various hand tools, edgers, line trimmers, blowers, hedge shears, chain saws, mowers, spreaders, sprayers, rototillers, aerators, utility vehicles, trucks, loaders, tractors, sweepers, riding mowers, and other equipment used in grounds maintenance.
4. Proper use and applications of a variety of pesticides, herbicides, and fertilizers.
5. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
6. Occupational hazards and safety equipment and practices related to the work.
7. Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, and arithmetic.
8. Safe work practices, including safe driving rules and practices.
9. English usage, spelling, vocabulary, grammar, and punctuation.
10. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills and Abilities:

1. Perform a variety of grounds maintenance and landscaping duties in the beautification of assigned

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grounds and landscaped areas.

2. Mow, edge, water, weed, fertilize, rake, trim, prune, and cultivate lawns, landscaped beds, and other landscaped areas.

3. Skillfully and safely operate a variety of power and various hand tools, edgers, line trimmers, blowers, hedge shears, chain saws, mowers, spreaders, sprayers, rototillers, aerators, utility vehicles, trucks, loaders, tractors, sweepers, riding mowers, and other equipment used in grounds maintenance.

4. Perform basic preventative maintenance of equipment and tools.

5. Troubleshoot minor maintenance problems and determine materials and supplies required for repairs and projects.

6. Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.

7. Understand and follow written and verbal directions, instructions and safety rules and procedures.

8. Maintain accurate logs, records, and basic written records of work performed.

9. Operate modern office equipment including computer equipment and software programs.

10. Make accurate arithmetic calculations.

11. Operate a truck, and observe legal and defensive driving practices.

12. Organize own work, set priorities, and meet critical time deadlines.

13. Use English effectively to communicate in person, over the telephone, and in writing.

14. Understand scope of authority in making independent decisions.

15. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.

16. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Minimum Qualifications/Education & Experience:

Equivalent to the completion of the twelfth (12th) grade and one (1) full-time equivalent year of experience of performing grounds keeping duties.

Equivalencies:

Preferred Qualifications:

License(s) & Other Requirements:

Possession of and ability to maintain a valid California Drivers License.

Working Environment:

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Employees work in the field and/or facilities, including parking lots, traffic medians, and other areas in or near vehicle and pedestrian traffic. Employees are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

Physical Demands:

Must possess mobility to work in the field as well as around various District facilities, to operate a motor vehicle and drive on surface streets; strength, stamina and mobility to perform medium to heavy physical work, operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves field work requiring frequent walking at landscape site areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites; lift, move, and carry materials and equipment weighing up to 50 pounds, and heavier weights with the use of proper equipment.

Hazards:

Instructions re: Confidential Letter of Recommendation:

Conditions of Employment:

Official offers of employment are made by Mt. San Antonio College Human Resources and are made contingent upon Board approval. It is also required that a final offer of employment will only be made after the candidate has successfully been live-scanned and clearance for employment is authorized by Human Resources. Costs for live-scan services shall be borne by the candidate.

Notice to all prospective employees The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here:

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[url=https://www.mtsac.edu/safety/pdf/asr_2018.pdf]https://www.mtsac.edu/safety/pdf/asr_2018.pdf

The person holding this position is considered a Responsible Employee under Title IX of the Educational Amendments Act of 1972 and is required to report to the Colleges Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

Examination Requirements:

Typing Certificate Requirements:

Application Procedure:

Complete application packets will be accepted until the position is filled; however, those submitted by 11:59 p.m. (PST) on March 14, 2019, are assured consideration.

Applicants must submit all of the following materials online at

[url=http://hrjobs.mtsac.edu]http://hrjobs.mtsac.edu to be considered for this position:

1. A Mt. San Antonio College online application.
2. A cover letter describing how the applicant meets the required education and experience.
3. A detailed rsum that summarizes educational preparation and professional experience for the position.
4. Two (2) letters of recommendation that reflect relevant experience (do not use social media or professional networks as a means to provide letters of recommendation).
5. A copy of an Environmental Protection Agency (EPA) Universal Refrigerant Certification #608.
6. College and/or university transcripts showing the awarded/conferred degree (if applicable) are required and must be submitted with the online application by all applicants, including current or former employees of the college, to demonstrate that the required educational qualifications are met. Unofficial transcripts are acceptable at the time of application; however, copies of diplomas are not accepted in lieu of transcripts.

Special Notes:

Please note: A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link.

Assistance with the online application process is available through Human Resources at 1100 N.

Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail:

[url=mailto:employment@mtsac.edu]employment@mtsac.edu.

DO NOT include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your

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application or supporting documents.

TRAVEL POLICY: Costs associated with travel in excess of 150 miles one way from residence for the purpose of an interview will be reimbursed up to a \$500 maximum (per position recruitment).

Relocation costs will be borne by the successful candidate. Travel reimbursement claims must be submitted no later than 30 days following the interview date.

Foreign Transcripts:

Foreign Transcripts: Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline.

Inquiries/Contact:

Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: [\[url=mailto:employment@mtsac.edu\]employment@mtsac.edu](mailto:employment@mtsac.edu).

Selection Procedure:

A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.

Interviews may include a writing sample, committee presentation, and/or performance test. The start date will be following Board approval and receipt of live scan clearance.

Special Instructions to Applicants:

To be guaranteed consideration, it is the applicants responsibility to ensure that all required materials are received before the initial screening date and time indicated on the job posting. Incomplete application packets will not be considered. All application materials will become College property, will not be returned, and will not be copied. Please visit our employment website at <http://hrjobs.mtsac.edu> to complete and submit your application for this position.

Letters of Recommendation

Confidential letters of recommendation are not accepted for this position. All letters of recommendation

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must be uploaded to the application.

EEO Policy:

The College is an equal opportunity employer. The policy of the College is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics.

Conflict of Interest:

Conflict of Interest

Cancel RTF Policy:

WE RESERVE THE RIGHT TO RE-OPEN, RE-ADVERTISE, DELAY OR CANCEL FILLING THIS POSITION.

THIS RECRUITMENT MAY BE USED TO FILL FUTURE VACANCIES.

To apply, visit: [url=http://apptrkr.com/1391294]https://hrjobs.mtsac.edu/

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

Mt. San Antonio College

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