

## FT Groundskeeper Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=241801>

Downloaded On: Jul. 23, 2024 7:33am

Posted Jul. 20, 2024, set to expire Aug. 16, 2024

<b>Job Title</b>	FT Groundskeeper
<b>Department</b>	Staff
<b>Institution</b>	Cerritos College Norwalk, California
<b>Date Posted</b>	Jul. 20, 2024
<b>Application Deadline</b>	08/16/2024
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Facilities/Maintenance/Transportation
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5448901">https://apptrkr.com/5448901</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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### FT Groundskeeper

**Salary:** \$54,576.60 - \$65,459.76 Annually

**Job Type:** Full Time

**Job Number:** Groundskeeper-24

**Closing:** 8/16/2024 11:59 PM Pacific

**Location:** Norwalk, CA

**Department:** Groundskeeper-24

**Division:** Facilities

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### **Description**

#### **Equity and Diversity**

The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all segments of qualified people.

#### **Closing Date**

This position will close on August 16, 2024 at 11:59 PM (or when 150 applications are received, whichever occurs sooner).

#### **College Profile**

Cerritos College is ranked 14th among the top 100 schools with the highest Hispanic enrollment in the United States by the United States Department of Education. Cerritos College serves as a comprehensive community college for southeastern Los Angeles County. Communities within the college's district include Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs and South Gate. Cerritos College offers degrees and certificates in more than 180 areas of study in nine divisions. Enrollment currently averages 20,000 students. Visit Cerritos College online at <http://www.cerritos.edu>

#### **Department Profile**

The Facilities department is dedicated to the maintenance of the campus's physical environment. As the stewards of the buildings and grounds on our campus, Facilities is the single point of contact for all service and maintenance requests. Dedicated to providing superior service to our clients (students, faculty, staff, and the neighboring community), Our staff evaluates and prioritizes customer service requests and works to ensure the highest standards of care and concern for the campus.

#### **Summary**

Performs a variety of skilled work in the preparation and maintenance of grounds and athletic fields; installation, maintenance, and repair of sprinkler irrigation systems, and/or the construction of special landscaping or public use areas.

#### **Distinguishing Career Features**

The Groundskeeper requires competency in several areas including, but not limited to, operation of hand and power equipment for the upkeep of grounds, and including landscape and horticultural skills

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to layout, contour, construct, and maintain special areas, fields, turf management, and irrigation.

### **Job Duties**

#### **Essential Duties and Responsibilities**

- Selects, plants, prunes, and trims trees, ornamental plants, shrubs, and ground covers to accomplish landscaping objectives.
- Removes weeds, blows, rakes, and removes trash and debris from walkways, culverts, stairways, roadways, planters, and parking. Mows, grooms, and replants lawn areas. Fertilizes turf and various landscaped areas. Maintains in-ground drains and culverts.
- Installs new landscaping by cultivating and renovating areas and installing or replacing turf, trees, ornamental plants, shrubs, ground covers, annuals, and bulbs.
- Repairs, maintains, or installs irrigation systems, fencing, paving or pathways, beauty bark, garden areas, and drains.
- Repairs irrigation valves, lines, heads, and connections.
- Stakes, prunes, thins, and transplants turf, trees, ornamental plants, shrubs, ground covers, annuals, and bulbs. Levels, cuts, fills, trenches, and excavates grounds with tractors and other rolling stock.
- Maintains athletic fields, areas, surfaces, and outdoor classrooms in a safe and usable condition. Removes graffiti from assigned areas. Mows, grooms, contours, paints, and lines athletic and public use play fields to comply with required dimensions.
- May construct, sets up, take down, maintain, and repairs athletic activity courses, tracks, ranges, fields, and other equipment and constructions.
- May set up benches, trash cans, and portable and seating for events.
- Monitors and diagnoses weed, disease, and pest problems in athletic fields/areas, taking appropriate measures to mitigate or eliminate the problems.
- Sets calibration on tank sprayers, drop spreaders, and wheel-driven spreaders.
- Applies fertilizers, herbicides and pesticides to areas, as authorized. Places postings where pesticides are being applied. Disposes of product containers per applicable environmental regulations. Applies biological/organic controls for pests and weeds.
- Maintains up-to-date knowledge of safe pesticide/herbicide application.
- Assists with event support and logistics, including, but not limited to preparation of sites, access ways, and parking lots.
- Requests work orders and documents activity such as equipment and parts used, seed usage logs, irrigation repair logs, and records of supplies used on athletic fields.
- Documents Material Safety Data Sheets (MSDS) for potentially hazardous materials. Maintains logs and files pesticide use reports with the District and/or local governmental agencies.

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- Raises and lowers flags according to protocol.
- May oversee the work of part-time and student workers on an intermittent basis.
- Maintains currency in knowledge and skills to perform the duties and responsibilities.
- Performs other related duties as assigned.

### **Minimum Qualifications**

The position requires a High School diploma or equivalent and 2 years of increasingly responsible grounds keeping experience in areas such as grounds maintenance, landscaping, and operation of excavating equipment.

### **Supplemental Information**

#### **Knowledge and Skills**

The position requires a working knowledge of turf management and maintenance practices and techniques, including those for athletic fields. Requires a working knowledge of horticulture and methods of planting, cultivating, pruning, and caring for plants, trees, and lawns. Requires knowledge of the operating characteristics of a full range of grounds maintenance equipment. Requires knowledge of and skill at reading landscape blueprints and specifications. Requires knowledge of irrigation systems and procedures for fields and gardens. Requires knowledge of proper and safe application of fertilizers, herbicides, and pesticides. Requires knowledge of plant diseases and pests and their biological and chemical controls. Requires knowledge of safe lifting techniques, and techniques for safe handling, storage, and disposal of hazardous materials. Requires sufficient math skills to calculate distances, proportions, and sums. Requires sufficient human relations skills to work cooperatively as part of a team to serve internal and external customers.

#### **Abilities**

Requires the ability to plant, cultivate, prune, and care for plants, trees, and lawns. Requires the ability to use herbicides and pesticides safely and effectively. Requires the ability to maintain lawns, athletic fields, and gardens. Requires the ability to identify turf and other plant diseases and pests and take steps to mitigate or eradicate. Requires the ability to setup, set timers, and troubleshoot irrigation. Requires the ability to use and perform servicing and minor repair to hand tools, mechanical equipment, and power tools and rolling stock. Requires the ability to maintain accurate records. Requires the ability to safely apply pesticides and herbicides. Requires the ability to maintain productive and cooperative working relationships with others as part of a team with minimal supervision.

#### **Physical Abilities**

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Requires the ability to stand for extended periods of time, walk up to 400 yards, and manipulate (lift, carry, move) light to heavy weights of up to 50 pounds on a regular basis. Requires the ability to push, pull, and guide materials over 75 pounds. Requires the ability to climb (e.g. ladders), stoop, kneel, and crouch on a regular basis. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate common grounds equipment and read instructions and safety information. Requires auditory ability to hear machinery sounds and alarms. Requires near and far visual acuity to read printed materials and observe stationary and moving objects. Requires speaking ability to carry on ordinary conversations. Requires the ability to work in extreme temperature conditions.

### **Licenses and Certificates**

Requires valid Driver's License.

### **Working Conditions**

Work is performed outdoors where significant health and safety considerations exist from physical labor and working with machinery.

### **Salary/Fringe Benefits**

Grade 25 on District Salary Schedule (\$4,548.05 - \$5,454.98 /month).

Health and welfare benefits include District contribution for medical/dental/vision benefits and employee life insurance (\$50,000). (Cash in lieu option available on medical insurance.)

Participation in the Public Employee's Retirement System that is also integrated with Social Security.

### **Selection Procedure**

After the application closing date, a search committee will review and invite the most qualified applicants for an interview. As these are highly competitive positions, meeting the minimum requirements does not guarantee an interview. If you have questions or would like to follow-up regarding your application, please contact Human Resources at [HR@Cerritos.edu](mailto:HR@Cerritos.edu) as search committee members are unable to discuss specific recruitments.

**Conditions of Employment** This is a full-time, 12-calendar month classified position.

**Hours of employment are: Monday thru Friday 7:00 am to 3:30 pm.**

**Initial placement of employees on Classified Salary schedule is at Step 1. After six months of successful probationary employment, employee is placed at Step 2.**

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Employment is to be effective as soon as possible following completion of the selection process.

Individual who is offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints, Federal Bureau of Investigation (no fee if obtained at Cerritos College Campus Police Station), produce an original social security card, and submit negative TB test results (must be within the past four years or within the last 60 days if not previously employed in a school district in California) before employment.

***Candidates must be able to provide proof of California residency prior to employment.***

Proof of eligibility to work in the United States and signing of loyalty oath per Government Codes 3100-3109.

Board Policy 2905 requires mandatory COVID-19 vaccinations as a condition of employment. The District requires all employees to submit proof of full vaccination against COVID-19, as defined by the CDC. Full policy details can be found on the website; Cerritos College - Chapter 2 - Board of Trustees. Employees may submit requests for medical or religious exemptions to the vaccine mandate for consideration. Details are available on the District's COVID-19 webpage.

**\*\*Please note - the District does not provide for immigration sponsorships such as H1B Visas.**

### **Application Procedure**

Application materials must be submitted by the closing date. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at the time of application or at least 72 hours prior to the closing date or date of a scheduled interview.

It is the applicant's responsibility to provide copies of all transcript(s) verifying all educational degree(s) and/or coursework required for the position. Transcripts must be from regionally accredited institutions. A foreign transcript must be evaluated by a NACES certified agency. The website address is [www.naces.org](http://www.naces.org).

### **Required Documents:**

1. Cover Letter
2. Resume/CV
3. Copy of High School Diploma OR Unofficial Transcripts (Must show all coursework completed and the conferral date of the degree)

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To apply, visit <https://www.schooljobs.com/careers/cerritosedu/jobs/4545896/ft-groundkeeper>

*The District ensures that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, veteran status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. .*

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### Contact Information

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

#### Contact

Staff  
Cerritos College

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