

Grounds Gardener I
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=243206>

Downloaded On: Nov. 21, 2024 10:20am

Posted Aug. 16, 2024, set to expire Jun. 1, 2025

Job Title	Grounds Gardener I
Department	Staff
Institution	Foothill-De Anza Community College District Los Altos Hills, California
Date Posted	Aug. 16, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Facilities/Maintenance/Transportation
Apply Online Here	https://apptrkr.com/5522466
Apply By Email	
Job Description	

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Grounds Gardener I

HR EMPLOYMENT/CAREERS

Closing Date: 09/04/24*

*Any complete applications received after the review date will only be forwarded to the hiring committee at their request.

Grounds Gardener I

Salary Grade:

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C3-37

Starting Salary: \$4,269.45 (per month) plus benefits

Full Salary Range: \$4,269.45 - \$5,624.23 (per month)

Grounds Gardener II

Salary Grade: C3-39

Starting Salary: \$4,456.81 (per month) plus benefits

Full Salary Range: \$4,456.81 - \$5,888.63 (per month)

The Foothill-De Anza Community College District is currently accepting applications for the classified position above. We are looking for a Grounds Gardener I. We have two(2) openings.

The Foothill - De Anza Community College District does not have a remote work policy. All employees are expected to be available to work in person and on-site per the requirement of the department.

Foothill College Mission Statement:

The mission of the Foothill-De Anza Community College District is student success and educational excellence. The district and its colleges provide access to affordable, quality educational programs and services that develop a broadly educated and socially responsible community that supports an equitable and just future for California and the global community. Every member of our district contributes to a dynamic instructional and learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. Foothill-De Anza is driven by an equity agenda and core values of integrity, inclusion, care for our students' well-being, and sustainability.

DEFINITION:

Under general supervision, performs routine grounds maintenance work to ensure the proper care of lawns, landscaped areas and campus grounds; performs heavy manual labor; does related work as required.

DISTINGUISHING CHARACTERISTICS:

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Grounds Gardener I

This is an entry-level position in the Grounds Gardener series involving a variety of grounds and gardening tasks performed in specific areas or as a member of a crew. Work may be assigned and supervised in such a way as to permit the performance of primarily routine duties with minimum opportunity for exercising independent judgment.

Upon evaluation and recommendation by the supervisor and final approval by the appropriate administrator, the employee may move to Grounds Gardener II after completing two years of service as Grounds Gardener I.

Grounds Gardener II

This is the second level in the Grounds Gardener series involving a variety of grounds and gardening tasks performed independently in specific areas or as a member of a crew. Positions at this level require the exercise of initiative and independent judgment.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

General Responsibilities

1. Uses safety equipment, supplies, and procedures to perform job duties as required; reports fire, sanitary and safety hazards and the need for repairs to appropriate administrator.
2. Responds to immediate safety and/or operational concerns (e.g. facility damage, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and to maintain a functional educational environment; provides reports on activities as requested by appropriate administrator.
3. Stores and shelves equipment and other supplies in conformance with various local, state, federal, and district rules and regulations; maintains equipment in a safe operating condition; maintains preventive maintenance procedures, records, and reports.
4. Directs visitors and safeguards district property; adheres to all state and federal laws and regulations regarding safety and health.
5. Attends and participates in District and/or College provided training or information sessions; incorporates new information or technology into existing job duties.
6. Shall carry a communication device, if assigned one, and be available for general duties.
7. Uses a computer for entry and retrieval of information for work assignments.

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8. Communicates effectively orally, in writing, and electronically.
9. Operates equipment such as District vehicles, electric carts, electric power lifts, cardboard baler, forklift, etc.; will use ladders.
10. Transports various items (e.g. tools, equipment and supplies) for the purpose of ensuring the availability of materials required at job site.
11. Performs other related duties as assigned.

Job Responsibilities

1. Cleans pathways, parking lots and structures, sidewalks, lawns and other areas; picks up rubbish and paper.
2. Rakes or blows leaves.
3. Plants, cultivates, weeds, waters and cares for lawns, ornamental plants, shrubs, trees and flowers, prunes trees and shrubs, re-sods and otherwise repairs lawns and playing areas.
4. Sprays non-toxic applications to control pests and weeds; may assist with the spraying and dusting of insecticides and other chemicals.
5. Operates a variety of heavy equipment and other hand and power tools used in grounds maintenance i.e. tractors, mowers, chain saws, edgers, weed eaters, backpack blowers, power hedge trimmers, rototillers.
6. Cares for and performs routine preventative maintenance on all grounds equipment used in the course of work.
7. Mows, trims, and edges lawns.
8. Assists with the care and maintenance of athletic fields.
9. Assists with irrigation problems.
10. Installs new landscape planting and structures.
11. Identifies areas in need of repairs; directs the performance of repair tasks; inspects campus for unsafe conditions and cleanliness.
12. Performs landscape construction; patches asphalt, installs signs and decorative planters, sets wood and metal posts in cement, chains link fences and gates; and installs outdoor athletic equipment, structures and tents.

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EMPLOYMENT STANDARDS:

Grounds Gardener I

Knowledge of:

1. Methods, materials, tools, safety practices and equipment used in grounds maintenance.
2. Landscape plant materials.
3. Common plant diseases and insect pests and approved methods and materials of control and eradication.
4. Principles and practices used in irrigation system operation and maintenance.
5. Safety factors in the operation of equipment and materials.
6. Applicable safety codes, ordinances and regulations.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Operate and maintain a variety of equipment and tools.
3. Understand and carry out oral and written instructions.
4. Observe safety requirements and safe work practices and methods as required.
5. Perform routine work involving moderate to heavy physical labor.
6. Work in an environment where there is high exposure to dust, pollens, and other allergens.
7. Ability to withstand extensive standing, walking, stooping, squatting, pushing, pulling, and climbing.
8. Establish and maintain cooperative work relationships.
9. Work independently and under minimal supervision.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

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2. Any combination equivalent to the completion of the twelfth grade **AND** experience in grounds gardening work.

License or Certification

1. Possession of a valid class C California driver's license.

WORKING CONDITIONS:

Environment:

1. Indoor, office environment and outdoor environment, with climate changes.
2. Hazardous conditions.
3. Exposure to pollen, dust particles, chemicals and fumes.
4. Includes travel to conduct work.

Physical Abilities:

1. Hearing and speaking to exchange information.
2. Dexterity of hands to perform the tasks required of the position.
3. Sight in order to be aware of hazards and dangers found in the nature of the work.
4. Regularly stand, walk, and sit for extended periods of time.
5. Ability to climb, stoop, kneel, reach, push, pull, grasp, and perform repetitive motions.
6. Climb ladders of varying heights.
7. Ability to maneuver in crawl spaces, attics, and utility tunnels.
8. Lift moderate to heavy objects up to 60 lbs.

APPLICATION PACKET:

1. A District on-line application on <http://hr.fhda.edu/careers/>. *In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. A cover letter addressing your qualifications for the position.
3. A current resume of all work experience, formal education and training.



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If any required application materials are omitted, the committee will not review your application. Items not required (including reference letters) will not be accepted. For full-consideration, all application packets must be received by 11:59 pm on the closing date.

Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. We do not guarantee a response to application questions within 48 hours of the closing date.

CONDITIONS OF EMPLOYMENT:

Position: Full-Time, Permanent, 12-months per year

Starting date: As soon as possible upon completion of the search process.

Work Schedule: Mondays - Fridays; 6:00 AM - 2:30 PM with 30 min lunch.

Excellent benefits package which includes medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>.

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement. The successful applicant will be required to provide proof of authorization to work in the U.S. All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022



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Email: employment@fhda.edu

<http://hr.fhda.edu/>

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/1818?c=fhda>

Contact Information

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

Contact

Staff

Foothill-De Anza Community College District

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