

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

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Deadline Date: February 12, 2018 @ 5:00 p.m.

GROUNDSKEEPER

40 hours per week, 12 months per year

RESPONSIBILITIES: Under direction of the Director of Facilities, specializes in one or more areas of grounds maintenance such as irrigation, grounds equipment operation, grounds equipment repair, gardening, or landscape design, construction, and maintenance; maintains an aesthetically pleasing and welcoming campus grounds environment.

REPRESENTATIVE DUTIES:

Specializes in one or more areas of grounds maintenance such as irrigation, grounds equipment operation, grounds equipment repair, gardening, landscape design, construction, and maintenance.

Mows, edges, and trims turf areas of the campus.

Weeds and provides pest control through spraying as necessary; selects appropriate fertilizers and chemicals for spraying; mixes and these materials in accordance with state laws and regulations.

Prunes, shapes, thins, and cuts trees, shrubs, and other landscaping.

Services and repairs equipment as assigned.

Operates grounds equipment to mow turfs; operates heavy equipment, mowers, sweepers, tractor, and dump truck; operates small equipment including edgers, weed eaters, blowers, tow-behind sprayer, and others.

Prepares pesticide reports for the county and other reports as required.

Prepares athletic fields.

Plans, installs, and maintains irrigation systems, including setting of irrigation timers.

Identifies safety hazards on campus grounds.

Trains and provides work direction to student employees as assigned.

Assists with outside trash removal and set-ups for college events and other maintenance and custodial work as assigned.

May respond to emergency maintenance, facility, and grounds calls as contacted during non-work hours.

May be required to perform duties at any District location.

May work weekends and or early morning hours.

Performs related duties as assigned.

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QUALIFICATIONS

Knowledge of:

Methods, equipment, tools, materials, supplies and safety procedures used in grounds maintenance including irrigation systems and chemical control of insects, pests and weeds, plant types and uses, irrigation management, basic recordkeeping techniques

Ability to:

Perform one or more specialized areas of grounds maintenance including irrigation; grounds equipment operation; grounds equipment repair; or landscape design, construction, and maintenance.

Learn and apply the department standards for maintaining college grounds in a safe, clean, and orderly condition.

Use and store grounds maintenance materials, supplies, tools, and equipment safely and effectively.

Maintain and repair irrigation systems and machines and equipment used in grounds maintenance.

Establish and maintain cooperative and effective working relationships with others.

Understand and follow oral and written directions.

Perform heavy physical labor.

Train and provide work direction to others.

Drive college vehicles; observe legal and defensive driving practices.

Licenses and Other Requirements: Must possess a valid California driver's license.

A Qualified Applicators Certificate, with the appropriate categories issued by the California Department of Pesticide Regulation, obtained within six months of employment.

Working Conditions: Indoor and outdoor environment; subject to adverse weather conditions; may work weekends; drives college vehicles; exposure to dust, noise from equipment, working with fertilizers and hazardous materials used in spraying. Physical demands include reaching, bending, walking, standing for long periods, pushing, heavy lifting (up to 75 lbs.), digging, and operating heavy equipment.

ASSIGNMENT/SALARY/BENEFITS: The work schedule is typically Monday through Friday, 7:00 a.m. to 3:30 p.m., with a half-hour lunch. The monthly salary range is \$3,222-\$4,030 over five years. The starting salary could be \$3,385 with five years of similar experience. Twelve days of vacation leave and sick leave are earned each year. Vacation leave increases with the length of service. Family medical, dental, and vision benefits and employee life insurance are provided. There are 18 paid holidays.

APPLICATION PROCEDURE: By **February 12th, 2018 at 5:00 p.m.**, submit the following materials, as a package, to Human Resources, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA 95482. These materials may also be scanned and submitted electronically via email to Adam Jory, ajory@mendocino.edu, or faxed by the deadline date above to 707-467-1023.

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- Completed Mendocino College Non-Academic Application and Voluntary Applicant Survey: <https://www.mendocino.edu/sites/default/files/docs/personnel/application-classified.pdf>
- A letter addressing how you meet the qualifications for this position
- Resume
- Two recent letters of recommendation

Interviews are by invitation only.

The college does not reimburse applicants for related travel expenses.

THE COLLEGE: Established in 1973, Mendocino College, a Hispanic Serving Institution, is a vibrant and inclusive academic community rich in culture, creativity, diversity, and cutting-edge technology. A fully accredited two-year community college, the District serves more than 5,000 students across 4 campuses in the greater parts of Lake and Mendocino Counties.

The beautifully landscaped main campus is located in Ukiah, California — ranked among the best small towns in the United States. With clear skies and panoramic views of oak-covered hills, sprawling vineyards, and distant mountains, the 127-acre campus is equipped with a new state-of-the-art Library/Learning Center, high-tech Allied Health Facility, and Student Center. The college operates two newly constructed and fully equipped centers in Willits and Lakeport, conveniently providing our valued students with quality instruction, academic support and administrative services in neighboring communities. In 2016, Mendocino College expanded its services to the coast, acquiring an established college center in the city of Fort Bragg.

With a comprehensive curriculum and engaging instruction, Mendocino College, provides a wide variety of degree, certificate, transfer, occupational and community service programs. Mendocino College students learn in a nurturing and supportive environment enhanced by small-sized classes, personalized academic advising, and several hundred dedicated faculty and staff. Complete with a friendly small-campus academic setting and a respectfully collaborative work environment, Mendocino College boldly prepares students for a future of innovation and success.

THE COMMUNITIES: Mendocino and Lake Counties include some of California's most beautiful scenery which includes rich agricultural lands and pristine coastal sites. Because of the geographic location, climate, and natural beauty, Mendocino and Lake Counties attract many visitors. Agriculture, timber, and tourism industries form the economic base of the area and contribute to its growing diversity. Mendocino County has a long and colorful history as a premium grape-growing region within the state's famous North Coast wine country, while Lake County is noted for its pear production and as an attractive spot for vacationing. A relaxed and friendly lifestyle is characteristic of our communities. Recreational opportunities abound for water skiing, swimming, fishing, boating, sailing, camping, hiking, tennis, and golf. We also enjoy a range of theatre, music, art, and athletic events. Ukiah and the surrounding area are home to exceptional wineries, breweries, and restaurants.

The Mendocino-Lake Community College District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. The Board recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and staff development processes that support the goals of equal opportunity, equity and diversity, and provide equitable consideration for all qualified candidates.