

Groundskeeper (3 Positions Available)

San Mateo County Community College District

Posting Number: 2014777S

Department: Facilities / Public Safety DIST (DEPT)

Location: Cañada College, College of San Mateo, District Office, Skyline College

Position Number: 1C0311, 1C0491, and 1C0492

Percentage of Full Time: 100%

FLSA: Non-Exempt (accrues overtime)

Months per Year: 12

Min Salary: \$50,640 (annual)

Max Salary: \$63,012 (annual)

Position Type: Classified Positions

Who We Are:

The San Mateo County Community District is committed to achieving educational equity for all students. As outlined in the District's Strategic Plan, "success, equity, and social justice for our students are longstanding goals." The District's <https://www.smccd.edu/strategicplanning/SMCCCD%20Strategic%20Plan%20Brochure.pdf> is focused on "Student Success, Equity and Social Justice." We provide students with a rich and dynamic learning experience that embraces differences — emphasizing collaboration and engaging students in and out of the classroom, encouraging them to realize their goals, and to become global citizens and socially responsible leaders. When you join our team at San Mateo County Community College District, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, classified staff, administration, students and community partners.

The College and the District:

The San Mateo County Community College District is home to Cañada College, College of San Mateo, and Skyline College. All three of our colleges are designated as Hispanic Serving Institutions enrolling approximately 33,000 students each academic year. San Mateo County Community College District has a diverse student population that is a reflection of the communities that it serves. Detailed information about the student population, including data related to student success, can be found on the <https://www.smccd.edu/factbook>

Who We Want:

We value the ability to serve students from a broad range of cultural heritages, socioeconomic backgrounds, genders, abilities and orientations. Therefore, we prioritize applicants who demonstrate they

understand the benefits diversity brings to a professional educational community. The successful candidate will be an equity-minded individual committed to collaborating with faculty, classified staff, administration, students and community partners who are also committed to closing equity gaps. The San Mateo County Community District seeks employees who value mentorship and working in a collegial, collaborative environment, guided by a commitment to helping all students achieve their educational goals.

The Position:

This is manual labor work at the skilled level, involved in the maintenance of landscape and hardscape, including plants, shrubs, trees, water features, grounds, parking lots, athletic fields and facilities using appropriate tools and related equipment for a college district. Under general supervision, public contact is primarily with department staff and the campus community, but may include vendors and contractors to exchange instructions and other information regarding regular and special projects, set-ups, and other assignments. The position requires a broad knowledge of gardening, landscaping, maintenance and repair of hardscape, as well as knowledge of applicable safety procedures, equipment and supplies. A moderate degree of independent judgment and creativity are required to plan the procedures required to complete daily and special projects.

Duties and Responsibilities:

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Exchanges information with management and other staff regarding daily and long-range work assignments, special and regular projects, safety procedures, equipment and supplies, use of chemicals, work sites, and other matters
2. Mows, edges, trims, waters and fertilizes lawns, shrubs, plants and trees
3. Plants and cultivates flowers, annuals, and trees
4. Cultivates mass plant groups as assigned
5. Prunes trees, weeds, planted areas, cleans and maintains fountains
6. Uses common safety techniques, equipment and supplies to assure safe handling of motor and electrical equipment, supplies and chemicals, as well as the use of proper safety equipment and supplies to climb and handle trees and branches
7. Cultivates, prepares, and lines athletic fields for play
8. Grooms athletic artificial turf fields, paints and repairs benches, recreation equipment, tables, and fences
9. Operates and maintains power driven equipment such as lawn mowers, lawn edgers, clippers, rototillers, tractors, trucks, sweepers, blowers, and other grounds maintenance equipment as assigned

10. Uses hand tools to work soil and remove weeds, undergrowth and debris from college grounds and landscaped and hardscaped areas
11. Drives a motor vehicle to pick up and deliver equipment, supplies, debris, and other items
12. Uses a variety of non-restricted chemicals to exterminate weeds, insects, rodents, aphids, and other pests
13. Performs a variety of aesthetic measures, such as raking leaves; loading and unloading brush, branches, rubbish and materials; cleaning drains, culverts, stream beds, pathways, sidewalks; sweeping and maintaining parking lots and grounds; and installing, relocating and maintaining site furnishings
14. Programs, monitors, troubleshoots, and repairs irrigation systems and water features
15. Assists in campus evacuations, building lock-downs, flood and spill cleanups, and other emergency preparedness and response actions
16. Paints exterior horizontal surfaces, such as parking lot striping and curbs, as well as unoccupied structures, such as storage sheds and/or containers, and similar assignments
17. Inventories grounds and related equipment and supplies and makes recommendations for and/or executes the purchase or repair of equipment, chemicals and supplies
18. Performs other related duties as assigned

Minimum Qualifications:

- Successful training and experience in gardening and landscaping
- Demonstrated skill in the use of safety procedures, equipment and supplies, including applicable chemicals
- Experience in the operation of common mechanical and electrical equipment related to gardening, landscaping and grounds maintenance
- Demonstrated skill in following oral and written instructions, and attention to detail
- Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff
- Possession of a valid California Driver's License (or the ability to obtain one) and the ability to safely drive a motor vehicle in the performance of assigned tasks

Physical Requirements:

This position requires work outdoors with exposure to climate changes, chemicals, odors and fumes; bending, stooping, kneeling, climbing ladders and stairs; working on elevated platforms; pushing, pulling, moving moderate to heavy objects; ability to operate electrical and mechanical equipment; standing for long periods of time; walking; and driving a motor vehicle in order to perform the essential functions.

Equivalence to Minimum Qualifications:

Knowledge, Skills and Abilities:

1. Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff

2. Knowledge of general principles of gardening, landscaping, grounds and hardscape maintenance, including plant identification and basic intercultural gardening techniques, equipment and supplies
3. Knowledge of safety procedures, equipment, and supplies applicable to gardening, landscape, hardscape, and grounds maintenance
4. Knowledge and skill in installing, maintaining and repairing irrigation systems and controls
5. Skill in reading, comprehending, and following oral and written instructions and directions
6. Skill in communicating effectively with people who are diverse in their academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds
7. Skill in working effectively as part of a customer service team
8. Skill in the safe operation and handling of mechanical and electrical equipment, tools, and supplies, including the driving of a motor vehicle
9. Ability to exercise good judgment in safeguarding and protecting the District, public property, and the public
10. Basic understanding of water chemical balance and treatment
11. Ability to perform moderate to heavy physical labor

Preferred Qualifications:

Benefits:

Benefits include paid holidays, vacation and sick leave. The District pays all or a portion of monthly medical plan premiums (depending on the coverage) and pays all of the monthly dental and vision plan premiums for employees and eligible dependents. Additional paid benefits include life insurance, salary continuance insurance, and an Employee Assistance Program. Classified employees participate in the Public Employees' Retirement System, a defined-benefit retirement plan through the State of California. Optional tax-deferred 403(b) and 457 retirement plans are also available.

Open Date: 06/05/2019

First Review Date: 06/26/2019

Close Date:

Open Until Filled: Yes

Special Instructions Summary:

Required Application Materials

All applicants are required to submit:

1. A completed online District application form (go to <https://jobs.smccd.edu> to complete the application and to apply for this position).

2. A resume that details all relevant education, training, and other work experience.
3. A cover letter of no more than 3 pages that addresses the applicant's cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff as well as the applicant's qualifications as they relate to the requirements, knowledge, skills, and abilities listed in this announcement.

Candidates for interview will be selected from among those who most closely meet the requirements and knowledge, skills and abilities. Meeting the minimum qualifications does not guarantee an interview. As part of the interview process, candidates may be asked to demonstrate job-related knowledge and skills.

For questions related to this posting, please contact:

SMCCCD Office of Human Resources
3401 CSM Drive, San Mateo, CA 94402
Tel.: (650) 574-6555
Fax:(650) 574-6574
Web Page: www.smccd.edu/hr

Conditions of Employment:

Prior to employment, the selected candidate will be required to complete the following:

1. Submit official transcripts (applies to all faculty or educational administrative positions)
2. Submit verifications of prior employment
3. Satisfactory references
4. Successfully being cleared for employment through the background checking process

In addition to background checks, the District may review publicly available information about a candidate on the Internet. If a candidate is aware of incorrect or inaccurate information that is available on the Internet, the candidate is welcome to address such an issue with the Office of Human Resources.

5. Present original documents for proof of eligibility to work in the United States
6. Approval of your employment by the SMCCCD Board of Trustees
7. Provide a certificate of Tuberculosis exam for initial employment.
8. Have fingerprints taken by a Live Scan computer (Clearance must be received prior to first day of employment). Please note that the California Education Code requires, in part, that community college districts shall not employ or retain in employment persons in public school service who have been convicted of certain felonies, a misdemeanor drug charge (including alcohol offenses) or misdemeanor moral turpitude (sexual offense) crime. However, consideration may be given to those whose drug convictions occurred more than five years ago. A conviction for other crimes may not necessarily disqualify you from the job for which you may be applying.

EEO Statement:

The San Mateo County Community College District is an Equal Opportunity Employer that seeks to employ individuals who represent the rich diversity of cultures, language groups, and abilities of its surrounding communities.

Accommodations:

Applicants who have disabilities may request that special accommodations be made in order to complete the selection process. Accommodation request forms and a copy of the Americans with Disabilities Act applicant procedures are available in the Office of Human Resources.

Annual Security Report:

San Mateo County Community College District's (SMCCCD) 2018 Annual Security Report (ASR), required by the Clery Act, includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by SMCCCD ; and on public property within, or immediately adjacent to and accessible from SMCCCD . Our 2018 Annual Security Report also outlines various campus safety and security policies, such as those concerning crime reporting, prevention and response to sexual and gender violence, alcohol and drug use, crime prevention, emergency response and evacuation procedures, and other matters. The 2018 <http://smccd.edu/publicsafety/2018%20SMCCCD%20Annual%20Security%20Report.pdf> is now available. The Annual Security Report also includes important tips to help every member of the community remain safe and avoid becoming a victim of crime. You can obtain a copy of this report by contacting the Department of Public Safety at the District Office or any of the three Campuses (650) 738-7000.

To apply, visit: <https://apptrkr.com/1492497>

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<https://www.jobelephant.com/>
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