

Lead Groundskeeper

San Mateo County Community College District

Posting Number: 2014645S

Location: All Campuses

Department: Facilities / Public Safety DIST (DEPT)

Position Number: 1C0062

Percentage of Full Time: 100%

FLSA: Non-Exempt (accrues overtime)

Months per Year: 12

Min Salary: \$69,048 (annual)

Max Salary: \$84,792 (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 "Students First" Strategic Plan 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

San Mateo County Community College District is home to Canada College, College of San Mateo, and Skyline College. All three of our colleges have been designated as Hispanic Serving Institutions. The District enrolls approximately 23,000 students, the majority of whom are from minoritized populations. Of the students within the District, 2.8% are African-American, 0.2% are American Indian, 16.4% are Asian, 10.4% are

Filipino, 24.6% are Latinx, 1.6% are Pacific Islander, 24.0% are White, 17.8% Multi-Ethnic, and 2.2% are unknown.

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 College 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

The Lead Groundskeeper performs manual labor work at the lead, working level. The position involves scheduling, coordinating, and participating in the gardening, landscaping, and maintenance of plants, shrubs, trees, grounds, athletic fields, and related equipment. Under general supervision, the position requires a working knowledge of all common assignments related to gardening and landscaping; the planting, cultivation, disease identification, and prevention, care, and maintenance of large areas of diverse plants, trees, turf, grounds, and irrigation systems and controls; as well as knowledge of applicable safety procedures, chemicals, equipment, and supplies. This position is second in responsibility for the work of grounds crews and assumes responsibility for grounds operations in the absence of the immediate supervisor. Public contact is extensive and is primarily with department staff, but may include vendors and contractors to exchange instructions and other information regarding regular and special projects, purchases, inventory, set-ups, and other assignments. A moderate to high degree of independent judgment and creativity are required to plan, schedule, and monitor the work of staff, complete given assignments, and resolve minor and some major problems that arise. Consequences of errors in judgment could be costly in employee time, safety and in materials. A Lead Groundskeeper can direct the work of groundskeepers, student assistants, and other staff as assigned.

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 managers, grounds, and maintenance staff regarding daily and long-range projects (e.g. plans and schedules parking lot maintenance and striping, planting renewal, weed abatement, tree trimming), work assignments, and staffing needs
2. Meets with grounds and other staff to give instructions, work assignments, and directions; provides input to supervisory staff for employee performance evaluations
3. Attends meetings, workshops, and other activities to obtain current information
4. Trains grounds and related staff; assists management staff in development of training and work procedures and information
5. Uses a variety of computer software to program and manage computerized irrigation systems, prepare and maintain work schedules, inventory lists, maintenance schedules, and other documentation and written materials
6. Sets-up, reviews, and modifies staff work schedules in conjunction with management staff; schedules and modifies work site locations for staff in order to most effectively deploy grounds crew members
7. Leads workers and participates in mowing, edging, trimming, plant disease and pest prevention, chemical spraying, watering, fertilizing, planting, cultivating, pruning, and weeding
8. Leads workers and participates in using common safety techniques, equipment, and supplies to assure safe handling of equipment, tools, supplies, and chemicals
9. Monitors others, and uses proper safety equipment to perform elevated work
10. Assists in campus evacuations, building lockdowns, flood and spill cleanups, and other emergency preparedness and response actions
11. Inventories grounds and related equipment and supplies; makes recommendations for the purchase of chemicals and supplies and/or purchase and repair of equipment and tools
12. Cultivates, prepares, and lines athletic fields for play
13. Paints and repairs benches, recreation equipment, tables and fences, and leads other crew members in completing athletic field assignments
14. Operates and maintains power driven equipment such as lawn mowers, edgers, clippers, rototillers, tractors, trucks, lifts, and other grounds maintenance equipment as assigned

15. Uses hand tools to work soil and to remove weeds, undergrowth and debris from college grounds and landscaped areas; drives a motor vehicle in the performance of assigned tasks

16. Leads department staff in the chemical spray program to prevent plant disease and control pests

17. Uses a variety of chemicals to exterminate insects, rodents, and other pests

18. Coordinates and communicates with chemical spray technician and/or outside vendors for restricted chemical applications

19. Collects exterior trash and disposes of it properly

20. Rakes leaves

21. Loads and unloads brush, branches, rubbish, and materials; cleans and drains, culverts, stream beds, pathways, sidewalks, parking lots, and grounds

22. Leads workers and participates in painting 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

23. Performs other related duties as assigned

Minimum Qualifications

- Graduation from high school and successful gardening and landscaping experience of increasing responsibility that has included demonstrated skill in the use of safety procedures, equipment and supplies, including applicable chemicals
- Demonstrated working knowledge of plant disease identification, prevention, and pest control
- Skill in training and leading the work of others
- Skill in the operation of common mechanical and electrical equipment related to gardening, landscaping, and grounds maintenance
- Skill in following oral and written instructions, including 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 ability to drive a motor vehicle to on and off-campus locations

Knowledge, Skills and Abilities

1. Knowledge of general principles of gardening, landscaping, and grounds maintenance, including plant identification and basic intercultural gardening techniques, equipment, and supplies
2. Knowledge of safety procedures, equipment, and supplies applicable to gardening, landscape, hardscape, and grounds maintenance
3. Knowledge and skill in installing, maintaining, and repairing irrigation systems and controls
4. Skill in reading, comprehending, and following written materials, instructions, and directions
5. Skill in communicating effectively with people who are diverse in their academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds
6. Skill in leading, scheduling, and monitoring the work of others
7. Skill in safe operation and handling of tools, equipment, and supplies, including driving a motor vehicle
8. Skill in the use of a variety of computer software to prepare and maintain written materials and records, including computerized landscape management systems
9. Skill in working cooperatively as part of a customer service team
10. Skill in delivering oral and written instructions, reports, and directions
11. Ability to perform moderate to heavy physical labor

Physical Requirements

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

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: 08/15/2018

First Review Date: 11/07/2018

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 Annual Security Report 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: <http://apptrkr.com/1317340>

Copyright ©2017 Jobelephant.com Inc. All rights reserved.

[https://www.jobelephant.com/
jeid-8fb6247b777b4922b9551e850de6ca79](https://www.jobelephant.com/jeid-8fb6247b777b4922b9551e850de6ca79)