



STATE CENTER COMMUNITY COLLEGE DISTRICT
invites applications for the position of:

Groundskeeper Specialist

SALARY: \$22.60 - \$27.79 Hourly
\$3,916.67 - \$4,817.08 Monthly
\$47,000.00 - \$57,805.00 Annually

OPENING DATE: 12/17/21

CLOSING DATE: 01/18/22 11:59 PM

GENERAL PURPOSE:

Under general supervision, performs a variety of skilled duties in the maintenance of grounds and landscaped areas across the District and college campuses; operates grounds maintenance equipment; and performs related duties as assigned.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Participates in and provides direction and training to Groundskeeper Workers.
- Takes primary responsibility for overseeing specified duties or work locations, such as athletic facilities or multiple facilities where no Lead Groundskeeper Specialist is assigned.
- Conducts a variety of landscape maintenance duties including trimming, mowing, aerating, edging, hedging, watering, weeding, planting, mulching, renovating and chipping; assists with shrub trimming; uses equipment to remove and cut branches.
- Maintains athletic fields, including football, soccer and baseball fields; mows, edges, aerates and dethatches field turf; prepares fields before athletic contests; measures field dimensions per NCAA specifications and regulations; paints lines, hash marks and numbers; cleans fields and bleachers after games; applies new sod and/or reseeds fields as necessary.
- Maintains and conditions flowerbeds, planter beds, hedges, trees and lawns; picks up and hauls cuttings; installs and cultivates new plantings; installs sod, reseeds, fertilizes and renovates lawns and fields.
- Calibrates, mixes and applies various fertilizers, pesticides and herbicides; prepares required pesticide usage reports.
- Operates a variety of grounds maintenance equipment and hand tools, including mowers, trimmers, edgers, shears, weed eaters, grinders, axes, saws, shovels and sprayers.

- Operates a variety of medium and large grounds maintenance machinery including tractors, riding & standing mowers, excavators, trenchers, skid steer loaders, boom lifts, scissor lifts and sweeper trucks.
- Installs, maintains and repairs irrigation systems and programs electronic controllers.
- Assists with tree trimming or tree removal; climbs trees or utilizes boom lifts; uses equipment to remove cut and fallen branches.
- Prepares and maintains records of work performed including SchoolDude records.
- Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the District.

OTHER DUTIES

- Conducts concrete cutting, grinding, removal and finishing work associated with irrigation repairs and removal of pedestrian hazards.
- Performs traffic control while work is performed on road and/or parking lots to keep public at a safe distance and maintain traffic flow.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS / MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Advanced grounds maintenance procedures including mowing, edging, weeding, aerating and planting.
- Cultivating, fertilizing, watering and spraying flowers, trees and shrubs.
- Safe operation and maintenance of hand and power tools and equipment used in groundskeeping.
- Safe operation of medium and heavy equipment used in groundskeeping such as tractors, riding and standing mowers, excavators, trenchers, scissor and boom lifts, sweepers and pickups.
- Athletic field maintenance and striping, including NCAA specifications.
- Methods and materials used in controlling pests, insects and weeds.
- Advanced methods and procedures for the installation, maintenance and repair of irrigation systems.
- California Department of Pesticide Regulation rules and requirements.
- Applicable athletic facility specifications and regulations such as NCAA requirements.

Skills and Abilities to:

- Perform skilled grounds maintenance duties including prioritizing and scheduling work on campus grounds and athletic fields.
- Work independently and use sound judgment in performing grounds maintenance activities.
- Perform mowing, edging, watering, weeding, fertilizing and cultivating lawns, flowerbeds, athletic fields and other landscaped areas.
- Mix and apply specialized chemicals to control and eradicate weeds, insects and other pests.
- Operate a variety of power and hand tools and light to heavy motorized equipment including power mowers, edgers and weed eaters.
- Cut, grind and remove concrete, and finish new concrete.
- Understand and following oral and written directions.
- Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
- Communicate effectively, orally and in writing.
- Maintain routine records including pesticide and fertilizer usage records.
- Establish and maintain effective working relationships with those encountered in the course of work.
- Communicate effectively, both orally and in writing.
- Operate a computer and standard business software.

EDUCATION AND EXPERIENCE

Graduation from high school or GED equivalent and at least four years of progressively responsible experience in grounds maintenance; or an equivalent combination of training and experience.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program.

A valid California Department of Pesticide Regulation Qualified Applicator Certificate or License. Aerial work platform and powered industrial truck operator certificates. Annual completion of Healthy Schools Act training.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, the employee performs heavy physical labor with constant standing and walking for extended periods; walks over rough or uneven surfaces; frequently pushes, pulls, lifts and carries heavy objects weighing up to 75 pounds; frequently bends, stoops and kneels; repetitively and regularly uses upper extremities; uses manual dexterity to safely operate motorized equipment and vehicles.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in outside weather conditions including extreme heat; exposure to sun for extended periods of time; on slippery or uneven surfaces. The employee works while wearing personal protection equipment including respirators, protective gloves and footwear, face shields, goggles, spray suits and rain suits. The employee is subject to exposure to dust, dirt, oil/grease, gasoline, diesel fuel, smoke and pollen; to hazardous materials such as pesticides, herbicides, solvents and other toxic chemicals and fumes; to extreme noise and fumes/exhaust from equipment and vehicle operation. The employee works with or around dangerous equipment and machinery with moving parts.

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

ASSESSMENT PROCESS:

THE DISTRICT OFFICE WILL BE CLOSED BEGINNING DECEMBER 24, 2021 AND WILL RE-OPEN ON JANUARY 3, 2022. STAFF WILL BE UNAVAILABLE TO ANSWER RECRUITMENT QUESTIONS DURING THIS TIME. PLEASE PLAN YOUR APPLICATION ACCORDINGLY.

All SCCCD employees will be required to be fully vaccinated for COVID-19 as a condition of employment. To learn more about this requirement, visit the [Vaccine Mandate information page](#) or go to sccd.edu.

APPLICATION SUBMISSION

To move forward in the selection process, you must complete an online application through our web site at <http://www.schooljobs.com/careers/sccd>. Please attach to your application a copy of your transcripts (including when degree was awarded) or your application may be considered incomplete. Resumes may also be uploaded but cannot be used in lieu of a completed application.

ONCE YOU HAVE SUBMITTED YOUR APPLICATION YOU WILL NOT BE ABLE TO MAKE

REVISIONS TO YOUR APPLICATION MATERIALS.

When completing the application, please make sure you include ALL current and previous employment in the Work Experience section of the application and complete ALL fields, including the name and contact information for your supervisors. Experience that is included in the resume but not in the Work Experience section of the application may not be considered for the purpose of determining whether you meet the minimum qualifications.

All required documents must be submitted by the applicant. Personnel Commission staff will not upload your documents for you. The State Center Community College District does not accept letters of recommendation for classified positions. Please do not attempt to attach letters of recommendation to your application.

APPLICATION REVIEW AND ASSESSMENTS

The application review process includes an evaluation of training and experience based on given application information and answers to supplemental questionnaire. Only the most qualified applicants, who pass the minimum qualifications review, will be invited to the assessment process.

The assessment process will include a competency assessment (45% weight) and a performance assessment (55% weight). Of those achieving a passing score on the competency assessment, only the most qualified highest scoring candidates, plus ties, will be invited to the performance assessment. Passing score is 75% out of 100% on each assessment section.

INITIAL TESTING TENTATIVELY SCHEDULED FOR JANUARY 27, 2022

The assessment process / assessment date is subject to change as needs dictate. All communication regarding this process will be delivered via email to the address listed on your application.

ELIGIBILITY LIST

Candidates who attain a passing score on each part of the assessment will be placed in rank order on a district wide Open-Competitive List. Using the same process, a separate Promotional List will be established and both Lists will be used concurrently. **The eligibility list will be used to fill current vacancies in this classification Districtwide for at least six months.**

PASSING THE ASSESSMENTS AND BEING PLACED ON THE ELIGIBILITY LIST DO NOT GUARANTEE AN OFFER OF EMPLOYMENT.

ACCOMMODATIONS

Individuals with disabilities requiring reasonable accommodation in the selection process must inform the State Center Community College District Personnel Commission Department in writing no later than the filing date stated on the announcement. Those applicants needing such accommodations should document this request including an explanation as to the type and extent of accommodation needed to participate in the selection process.

State Center Community College District is an Equal Opportunity Employer. It is the policy of State Center Community College District to provide all persons with equal employment and educational opportunities without regard to race, ethnicity, national origin, gender, age, disability, medical condition, marital status, religion or similar factors as defined by law. We are a Title V employer.

Personnel Commission Office
1171 Fulton Street, Fresno, CA 93721
Fresno, CA 93704
559-243-7100

jobs@scccd.edu

Groundskeeper Specialist Supplemental Questionnaire

- * 1. To be **properly and promptly** notified of the status of my application, I understand that I **must** provide on my application, the following information:
- Working E-mail address
 - Telephone Number
- I **understand** that I **must** provide a working email address on my application where I will receive notifications regarding the status of my application and the selection process.
- I **understand** that important information regarding the status of my application and the selection process will only be sent via E-MAIL to the email address I provided.
- I **understand** that it is **my responsibility** to ensure that the email address I provided is a working email and that I will check my email regularly to ensure I receive any communication as it relates to this application promptly.
- I **understand** that the State Center Community College District Personnel Commission Department is **not responsible** for any lost or redirected emails and that it is **my responsibility** to add *info@schooljobs.com* to my email contact list to avoid email notifications related to this application from being classified as "spam" or "junk" mail.
- I have read these statements to their fullest and will provide a working e-mail address on my application in order to receive status of my application.*
- Yes
 No
- * 2. I **understand** that I am required to describe, **in detail**, my appropriate qualifying experience in the Work Experience Section of my application.
- I **understand** that I must indicate my appropriate job classification in my work history and **not any working title** that I believe is designated to me.
- I **understand** that if I attach a resume and/or cover letter in lieu of completing any portion of the application, my application is **incomplete** and **will not** be considered for this examination, and my application **will not** be further processed.
- I have read these statements to their entirety and understand them completely and to their fullest.*
- Yes
 No
- * 3. (MQ) Do you possess a valid California Department of Pesticide Regulation Qualified Applicator Certificate or License? **Please upload and attach a copy of your California Department of Pesticide Regulation Qualified Applicator Certificate or license or your application may be deemed incomplete.**
- Yes
 No
- * 4. (MQ) Please select the level of progressively responsible experience you possess in grounds maintenance:
- Less than four (4) years' experience
 Four (4) or more years' experience
- * 5. (MQ) Do you possess a valid driver's license?
- Yes

No

- * 6. I have read the above questions carefully and answered each one accurately. I **understand** that if I do not provide correct information that my application will be disqualified and will not receive further consideration. I **understand** that if I submit more than one application, my newest application will be considered and all others will be considered duplicates and will not be reviewed. **Note:** You should include on your application any information you wish to be considered as you will be unable to add or change your information after submission. *I have read the above statements carefully and understand them to their fullest.*

Yes

No

- * Required Question