Position Number: CLA15-175

POSITION DESCRIPTION
Under the supervision of the Facilities Manager, and under the work direction of the Maintenance/Facilities-Lead, skillfully operates a variety of heavy-duty grounds maintenance equipment and performs complex grounds maintenance and gardening functions and activities. Performs other related duties as assigned.

ESSENTIAL DUTIES
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.

1. Operates a variety of power equipment, including large gang mowers, tractors, backhoe equipment, sweepers, light trucks, forklifts, scissor lifts, boom lifts, aerial lifts, motorized painting machines/sprayers, field groomers, fire hoses and other related motorized equipment. Performs a variety of specialized functions using a variety of tractor attachments; may drive a truck with a trailer attachment.

2. Services grounds maintenance equipment and makes minor adjustments and repairs. Assembles and marks new tools for identity and tracking purposes. Performs a variety of preventive maintenance functions.

3. Mows large fields and sweeps large areas of asphalt and concrete. Uses both manual and motorized equipment to pick-up trash. Digs trenches for new gas lines, water mains, and electrical lines and back fills the trenches.

4. Fills, levels, smoothes and prepares areas for sidewalks, approaches, slabs and in preparing landscaped areas for the planting of lawns and a variety of plants, shrubs and trees; may smooth and level athletic fields.

5. Sprays for weeds and insect control. Participates in training on proper use and handling of pesticides.

6. Moves furniture and equipment. Assists with setup/Civic Center functions.

7. Plans, lays out, installs, maintains, and repairs sprinkling and irrigation systems.

8. Measures, cuts, threads, and installs pipe, tubing, fixtures and devices to sprinkling system.


11. Responsible for grounds maintenance and upkeep to assigned area(s) on campus as well as other areas as needed.
12. Assignment may also include maintenance of artificial turf, tennis courts, and various athletic fields. Uses necessary tools and equipment to maintain fields, assist in set-up and preparation of fields before sporting events, and taking down and cleaning area after the event. Works with Maintenance/Facilities-Lead to complete grounds maintenance as required. Reports damages to fields to the Manager.

13. Participates in department training and cross-training to ensure current knowledge of grounds maintenance as well as maintenance requirements of different athletic fields.

14. Performs other related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES
Position requires knowledge of:
• Electronic and electro-mechanical irrigation controls.

Position requires ability to:
• Skillfully operate and maintain large grounds equipment.
• Safely and skillfully use a variety of grounds maintenance and gardening tools.
• Skillfully apply chemicals in the eradication and control of weeds, insects and pests.
• Successfully pass and maintain various manlift certification trainings.
• Understand and carry out oral and written directions.
• Establish and maintain cooperative working relationships.
• Work successfully in a multicultural environment.
• Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and community.

MINIMUM REQUIREMENTS
Education/Experience: Verifiable experience performing grounds maintenance and gardening work including the operation of large grounds equipment such as, tractors, trucks, large power mowers and motorized manlifts. Must understand, speak and read English at a level required for successful job performance.

Licenses Required: Possession and maintenance of a valid California driver's license.

SALARY PLACEMENT
Salary placement will be on Range 20 of Classified Represented Salary Schedule B ($3,447 - $5,364 per month). Initial salary step placement for new employees is customarily at step 1, 2, or 3 ($3,447 / $3,655 / $3,859 per month) of this 11-step salary range; step advancement is yearly up to step 7; with advancement to step 8 after two years at step 7. Employee must spend at least two years at Step 8 before moving to Step 9; three years at Step 9 before moving to Step 10; and four years at Step 10 before moving to Step 11.

Probationary period for new Classified employees is one year. Work year is 12 calendar months. The normal workweek for this position is 40 hours. Paid holiday, discretionary, and sick time are provided. Ten vacation days accrue during the first year of employment. A regular work schedule will be assigned, with the ability to occasionally work a flexible schedule as needed. A Classified employee is required to either become a dues paying member of the Classified School Employees Association (CSEA) Chapter, or pay a service fee.

PHYSICAL CHARACTERISTICS
This position requires hand and digit dexterity to operate a variety of hand tools and power equipment; walking, standing, stooping, kneeling, crouching, crawling; pushing and pulling equipment; working at heights of 50 feet or more on ladders or motorized equipment; bending at the waist; heavy lifting (regularly 50 pounds, occasionally 90 pounds); working outdoors in varying weather conditions; vision to read printed materials, directions and labels of various chemicals; hearing and speech for normal communications; and travel from site-to-site.

DISTRICT CLASSIFIED EMPLOYEE BENEFITS
Full-time employees are provided with a diversified program that includes medical, dental and vision insurance including dependent coverage, disability and life insurance as well as Section 125 options. These benefits commence on the first of the month following date of hire. Professional development opportunities are provided to all employees. Educational incentive is available to eligible Classified Represented and Confidential employees.

RETIREMENT: Classified employees contribute to the Public Employees’ Retirement System (PERS), a defined benefit retirement plan through the State of California. Various additional benefit options are available to retired employees.
CONDITIONS OF EMPLOYMENT
Successful completion of background fingerprint clearance, pre-employment physical examination (disabilities not related to the physical job will not affect the application process) and TB screening.
Proof of eligibility to work in the United States and signing of loyalty oath per government codes 3100-3109.
Meeting applicable eligibility requirements under CalPERS or CalSTRS if you are a current or former member.
Board of Trustees approval.
Ability to work the stated shift: 5:30 AM – 2:00 PM, Mon-Fri.

EQUAL EMPLOYMENT OPPORTUNITY
The Santa Clarita Community College District does not discriminate on the basis of race, religious creed, color, ethnic or national origin, ancestry, citizenship status, uniformed service member status, physical disability, mental disability, medical condition, marital status, sex, pregnancy, age, sexual orientation, gender identity, or any other protected basis under the law.

Applicants who have disabilities may request that accommodations be made in order to complete the selection process by contacting the Human Resources office directly at (661) 362-3427.

ABOUT THE DISTRICT
Innovative. Collaborative. Entrepreneurial. These characteristics not only define College of the Canyons, but also mark the faculty, staff, and administrators who make this college one of the most unique among the 113 California Community Colleges.

Established in 1969, College of the Canyons is among the fastest growing community colleges in the nation. It is widely recognized as a model community college for enhancing student access, success, and equity. In fact, its completion rates rank among the highest in the state. The college has also established a well-deserved reputation for bolstering economic development, and offering innovative career technical education responsive to industry needs.

Guided by visionary leadership, College of the Canyons serves the dynamic, growing Santa Clarita Valley and surrounding regions within a 367-square-mile area of northern Los Angeles County. A steady infusion of new residents and businesses creates a spirit of possibilities that inspires the college to be flexible, creative, and attuned to the evolving needs of the community. The growing diversity of the community is mirrored by the college, which qualifies as a Latino-serving institution.

The college’s influence in the community is best illustrated in the dozens of collaborative partnerships it has forged with local school districts, regional government entities, and service organizations. Thousands of children visit the college’s Performing Arts Center annually thanks to the K-12 Arts Education Outreach initiative. Together, the City of Santa Clarita and the college operate the WorkSource Center to bring job seekers together with employers. And, Academy of the Canyons, an early/middle college high school that is ranked among the top 10 percent of high schools in the nation, is housed on our Valencia Campus.

College of the Canyons is housed on two campuses – Valencia and Canyon Country. It features 62 degree and 71 certificate programs, along with 19 associate degree for transfer (AD-T) options. Classes are offered during traditional fall and spring semesters, as well as shorter, intensive summer and winter sessions. In addition, the University Center located on the Valencia Campus offers approximately 40 certificates and credentials, along with bachelor’s and master’s degrees, from partnering four-year colleges and universities.

Because of the college’s commitment to meeting the needs of the community, local voters have approved two bond measures valued at more than $240 million since 2001. The college also secures substantial funds from the state, and millions of dollars in grants each year that allow new, cutting-edge programs to be developed and facilities to be built to accommodate them. The college is designated as a Hispanic Serving Institution.

Given its commitment to growth and innovation, College of the Canyons sets a new standard for what a college can achieve. It is a vital cultural, educational and economic force in the region. Join us here, and you will discover unexpected opportunities, the freedom to innovate, and a chance to shape the future.
APPLICANTS AND SELECTION PROCESS

Applicants are encouraged to complete their applications online. Please visit our website at http://www.canyons.edu/Offices/HumanResources. If you require assistance, please call the Human Resources office at (661)362-3427 or for the hearing impaired TTY/TDD Line at (661)362-5178. Applicants may check the status of their application online and may expect to be notified within approximately 4 – 5 weeks following the Review Date as to the status of their application.

All application materials must be uploaded online or received in the Human Resources office by the end of the day on the Review Date in order to assure consideration for this position. Postmark is not acceptable for this purpose. Separate application materials must be submitted for each position applied for. Materials submitted become property of the District and will not be returned, copied, or considered for other openings. The Human Resources office is located in the University Center, Suite #360 at 26455 Rockwell Canyon Road, Santa Clarita, CA, 91355.

Your application is not complete until the following required materials have been uploaded online or received by the Human Resources office:

- **Online District CLASSIFIED Application.**
- **Detailed resume,** which includes month/year dates of employment and descriptions of responsibilities at each employer.
- **Letter of interest** (cover letter). In your letter, please address your qualifications and experience as they pertain to the job duties and the abilities section of this announcement.
- **Copy of valid California Driver’s License.**
- **Supplemental Questionnaire.** Please answer the following questions as part of your application packet.
  1. Do you possess a valid California Driver’s License? (yes/no)
  2. Please describe your experience performing grounds maintenance and gardening work including the operation of large grounds equipment such as tractors trucks, large power mowers and motorized manlifts. Include employer name(s), position title(s), dates of employment, full-time or part-time status (hours per week), your roles and responsibilities. Please provide your total years of full-time equivalent experience in this field.
  3. Please describe any experience you may have maintaining artificial turf, tennis courts, and various athletic fields.
  4. Do you prefer to work alone or as a team? Please explain why.
  5. Why do you want to work as a “Grounds/Landscape Specialist” at College of the Canyons?
- **Letters of Reference** are optional.

Please note:
- **Skills evaluation of candidates for interview may be required.**
- **Travel and relocation expenses are the responsibility of the applicant.**
- **Hiring committees review all complete, qualified application packets. Possession of the minimum qualifications does not guarantee an interview.**
- **“Experience” generally refers to relevant paid experience. In some instances, unpaid experience may be counted as experience towards meeting the minimum qualifications or requirements for the position only if it entailed responsibilities substantially similar to those of relevant paid positions in the field. It is the applicant’s responsibility to provide sufficient information and details to the Human Resources office at the time of submission of their application packet. Details should include the organization, contact name and contact information, start and end dates, hours per week, and a list of relevant unpaid/volunteer duties or responsibilities performed. Not all unpaid experience may qualify. Upon offer of employment, an applicant will be required to obtain written verification(s) of any relevant unpaid/volunteer experience.**
- **Applicants are encouraged to apply online. If you need assistance with the application process, contact:**
  
  Human Resources Office
  (661) 362-3427 • TTY/TDD (661) 362-5178
  or visit our website at www.canyons.edu/Offices/HumanResources

It is the applicant’s responsibility to ensure that all application materials are fully and correctly submitted. All materials submitted are for this position only and become the property of the District. Materials will not be returned, copied or considered for other openings. Resumes may not be submitted in lieu of the official application form.

The College is expecting to conduct initial interviews between the weeks of July 11, 2016 and July 18, 2016 and conduct final interviews between the weeks July 18, 2016 and July 25, 2016. This is an estimated timeline, and is subject to change.

Positions are offered contingent on funding. We reserve the right to withdraw, extend the filing date, reopen, or delay filling this position. Recruitment may continue until the position is filled.

COLLEGE OF THE CANYONS
26455 Rockwell Canyon Road, Santa Clarita, CA 91355
www.canyons.edu