Employee will perform grounds keeping and building maintenance duties. They will be responsible for landscaping and grounds surrounding a business or building. Plants flowers, mows, pulls weeds, repairs structures, and maintains outside of building. Uses a variety of grounds maintenance hand tools (e.g. rake, shovel, hoe, pruning shears) and power tools, (e.g. hedge trimmer, blower, string trimmer, edger and lawn mower) to perform the basic duties required at the College in support of sports fields and grounds maintenance.

- Perform routine maintenance duties
- Trim shrubs and pulls weeds
- Mow lawn, trims and edges around walks, flower beds, etc.
- Plants flowers, grass, trees, and shrubs
- Rake (mulch, and prune) the grounds as needed
- Water plants and grass as needed and apply fertilizer
- Follow planned landscaping designs to determine where to lay sod, sow grass, or plant flowers and foliage
- Gather or remove litter

**Qualifications**

- High School Diploma, or GED equivalent.
- Must be punctual.
- Must have reliable transportation to get to and from work.
- A valid license with a clean record.
- Able to work from 6:30-3:00p
- This position is classified as a level A Laborer.

**APPLICATION INSTRUCTIONS**

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to tfeng@oxy.edu and resumes@oxy.edu.

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of
employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.