Summary of Duties, Responsibilities and Goals

Safely performs routine tasks of modest complexity within the sports fields, grounds and landscaping specialties related to grounds maintenance functions at the College. This is the entry-level position in the grounds maintenance grouping.

Essential Functions

The following statements are intended to describe the general nature and level of work being performed by an individual assigned to this job. Other duties may be assigned.

- Uses a variety of grounds maintenance hand tools (e.g. rake, shovel, hoe, clipper, pruning shears) and power tools, (e.g. hedge trimmer, blower, weed whacker, edger and lawn mower) to perform the basic duties required at the College in support of sports fields and grounds maintenance, and landscaping.
- Basic duties include digging, raking, mowing, trimming, edging, watering, weeding; moving sod, soil and mulch; planting color, hedges and trees; tree pruning, landscape and/or turf and sod installation; fence repair; associated post and shoring work; clearing drains, blowing and sweeping.
- Performs routine operator maintenance on equipment, vehicles and tools.
- Performs other duties as assigned.
- Keeps track of own labor, materials and supplies used and reports these accurately.
- Receives direct and specific direction from immediate supervisor as to work assignments and quantity and quality of work expectations.
- Works alone when given sufficient direction, or works with crews.
- Performs other duties as assigned or requested.

Qualifications

- High School education preferred.
- Must have a working knowledge of grounds maintenance methods and equipment and have 1 to 2 years of experience in grounds maintenance and related activities.
- Required to work outside in all types of weather.
- Above average physical strength is required for lifting heavy objects.
- Overtime required.
- Must have knowledge of safety procedures related to landscape construction and maintenance work.
- Valid California driver’s license required and must maintain College’s designated driver status.
APPLICATION INSTRUCTIONS

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