



## Grounds Maintenance B Temp

### *Facilities Management*

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#### **POSITION SUMMARY**

Safely performs complicated tasks of a higher difficulty and complexity within the sports fields, grounds and landscape specialties related to the grounds maintenance functions at the College. This is the third level position in the grounds maintenance grouping.

#### **SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS**

- 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.
- Basic duties include digging, raking, mowing, trimming, edging, watering, weeding; moving sod, soil and mulch; planting flowers, hedges and trees; tree pruning, landscape and/or turf and sod installation, blowing and sweeping, changing trash bags, collecting litter, power-washing surfaces, etc.
- Operates the larger pieces of grounds equipment (e.g. skip loader, forklift, gang mower, lawn sweeper)
- 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.
- Generally, can perform all tasks and duties with little supervision. Has more advanced knowledge of landscaping techniques. May act as a job or task leader. Some specialization may occur.

## QUALIFICATIONS

- Education:** High School diploma or equivalent preferred.
- Experience:** 6-10 years of experience in landscaping or grounds maintenance and/or related activities.
- Skill/Ability:** Required to work outside in all types of weather. Able to bend, stoop, climb and lift and not afraid of heights. Requires moderate physical strength. Must have a pleasant interactive personality. Read, write and understand directions in English.
- Other:** Valid CA driver's license. Maintain college's Authorized driver status. Must be available for after-hours response.

SALARY STRUCTURE POSITION AND LEVEL: Level 4 as defined by the College Union contract.

REPORTS TO: Grounds Manager

HOURS: 6:30 am-3:00 pm (hours may change based on needs of College)

## APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to [resumes@oxy.edu](mailto:resumes@oxy.edu).

## ADDITIONAL INFORMATION

*Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College's strategic equity and justice goals and those from groups that are underrepresented in the field are particularly encouraged to apply. Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit <https://www.oxy.edu/offices-services/human-resources/benefits-information>.*

*All qualified applicants will be considered for employment, 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.*

*Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources ([hr@oxy.edu](mailto:hr@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.*