Grounds Maintenance C

Facilities Management

Summary of Duties, Responsibilities and Goals

Safely performs routine and more complicated tasks of average complexity within the sports fields, grounds and landscape specialties related to the grounds maintenance functions at the College. This is the second level position in the grounds maintenance grouping.

- 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.

- 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: 1-2 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.
**Other**

SALARY STRUCTURE POSITION AND LEVEL: Level 3 as defined by the College Union contract.

REPORTS TO: Grounds Supervisor

HOURS: 6:30 a.m. – 3:00 p.m. (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 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.