



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

YOUR COMMUNITY YOUR COLLEGE YOUR SUCCESS

Filing Deadline: March 31, 2020, at 5:00 p.m.

**GROUNDSKEEPER (20-40 hrs/wk @ \$16.45/hr)
Short Term Non-Continuing Assignment (STNC)**

Responsibilities: Under direction of the Director of Facilities, specializes in one or more areas of grounds maintenance such as irrigation, grounds equipment operation, grounds equipment repair, gardening, or landscape design, construction, and maintenance; maintains an aesthetically pleasing and welcoming campus grounds environment.

Specializes in one or more areas of grounds maintenance such as irrigation, grounds equipment operation, grounds equipment repair, gardening, landscape design, construction, and maintenance.

Mows, edges, and trims turf areas of the campus.

Weeds and provides pest control through spraying as necessary; selects appropriate fertilizers and chemicals for spraying; mixes and these materials in accordance with state laws and regulations.

Prunes, shapes, thins, and cuts trees, shrubs, and other landscaping.

Services and repairs equipment as assigned.

Operates grounds equipment to mow turfs; operates heavy equipment, mowers, sweepers, tractor, and dump truck; operates small equipment including edgers, weed eaters, blowers, tow-behind sprayer, and others.

Prepares pesticide reports for the county and other reports as required.

Prepares athletic fields.

Plans, installs, and maintains irrigation systems, including setting of irrigation timers.

Identifies safety hazards on campus grounds.

Trains and provides work direction to student employees as assigned.

Assists with outside trash removal and set-ups for college events and other maintenance and custodial work as assigned.

May respond to emergency maintenance, facility, and grounds calls as contacted during non-work hours.

May be required to perform duties at any District location.

May work weekends and or early morning hours.

Performs related duties as assigned.



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QUALIFICATIONS

Knowledge of: Methods, equipment, tools, materials, supplies and safety procedures used in grounds maintenance including irrigation systems and chemical control of insects, pests and weeds, plant types and uses, irrigation management, basic recordkeeping techniques.

Ability to: Perform one or more specialized areas of grounds maintenance including irrigation; grounds equipment operation; grounds equipment repair; or landscape design, construction, and maintenance. Learn and apply the department standards for maintaining college grounds in a safe, clean, and orderly condition. Use and store grounds maintenance materials, supplies, tools, and equipment safely and effectively. Maintain and repair irrigation systems and machines and equipment used in grounds maintenance. Establish and maintain cooperative and effective working relationships with others. Understand and follow oral and written directions. Perform heavy physical labor. Train and provide work direction to others. Drive college vehicles; observe legal and defensive driving practices.

LICENSING AND OTHER REQUIREMENTS

Must possess a valid California driver's license. A Qualified Applicators Certificate, with the appropriate categories issued by the California Department of Pesticide Regulation, obtained within six months of employment.

WORKING CONDITIONS

Indoor and outdoor environment; subject to adverse weather conditions; may work weekends; drives college vehicles; exposure to dust, noise from equipment, working with fertilizers and hazardous materials used in spraying. Physical demands include reaching, bending, walking, standing for long periods, pushing, heavy lifting (up to 75 lbs), digging, and operating heavy equipment.

SALARY AND BENEFITS:

This is a Short-Term Non-Continuing (STNC), temporary, hourly position, 20-40 hours per week, \$16.45 per hour. Ed Code 88003 authorizes a governing board to hire STNC employees for less than 75% of a school year, up to 180 days.

APPLICATION PROCEDURE: Submit the following to Human Resources, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA 95482. These materials may also be scanned and submitted electronically via email to Human Resources, HRrecruiting@mendocino.edu, or faxed by the deadline date above to 707-467-1023.

- Completed Mendocino College Non-Academic Application and Voluntary Applicant Survey: https://www.mendocino.edu/sites/default/files/docs/personnel/application-classified_0.pdf
- Cover letter
- Resume

Interviews are by invitation only.

The college does not reimburse applicants for related travel expenses.



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THE COLLEGE: Established in 1973, Mendocino College, a Hispanic Serving Institution, is a vibrant and inclusive academic community, rich in culture, creativity, diversity, and technology. A fully accredited two-year community college, the District serves more than 5,000 students across four locations in the greater parts of Lake and Mendocino Counties. Complete with a friendly small-campus academic setting and a respectfully collaborative work environment, Mendocino College prepares students for a future of innovation and success.

The beautifully landscaped main campus is located in Ukiah, California. With views of oak-covered hills, sprawling vineyards, and distant mountains, the 127-acre campus is equipped with a state-of-the-art Library/Learning Center, high-tech Nursing Facility, and Student Center. The college operates two fully equipped centers in Willits and Lakeport, conveniently providing our valued students with quality instruction, academic support and administrative services in neighboring communities. In 2016, Mendocino College expanded its services to the coast, acquiring an established college center in the city of Fort Bragg.

With a comprehensive curriculum and engaging instruction, Mendocino College provides a wide variety of degree, certificate, transfer, occupational, and basic skills programs. Mendocino College students learn in a nurturing and supportive environment enhanced by small-sized classes, personalized academic advising, and several hundred dedicated faculty and staff.

THE COMMUNITIES: Mendocino and Lake Counties include some of California's most picturesque landscape. Because of the geographic location, climate, and natural beauty, Mendocino and Lake Counties attract many visitors. Agriculture, timber, and tourism industries form the economic base of the area with some light manufacturing. Mendocino County has a long and colorful history as a premium grape-growing region within the state's famous North Coast wine country, while Lake County is noted for its pear production and as an attractive spot for retirement and vacationing. A relaxed and friendly lifestyle is characteristic of our communities. Recreational opportunities abound for water skiing, swimming, fishing, boating, sailing, camping, hiking, tennis, and golf.

***Mendocino College** welcomes applications from all qualified candidates who demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of our community college students.*