



ANTELOPE
VALLEY
COLLEGE

ANTELOPE VALLEY COLLEGE
Office of Human Resources & Employee Relations

ANNOUNCEMENT OF CLASSIFIED POSITION

RN 17-07
Full time, 12 months

POSITION: Grounds Maintenance Worker

WORK SCHEDULE: Monday – Friday: 6:00am – 2:30pm
(Hours may vary slightly by season)

SALARY: Range 11, \$3,253.32/mo. + benefits

DEADLINE: July 24, 2017

START DATE: September 1, 2017

BASIC FUNCTION:

Under the direction of the Grounds Maintenance Supervisor, perform a variety of grounds maintenance duties on District grounds such as mowing, trimming, watering and cleaning landscaped areas, maintenance and repair of irrigation systems, application of fertilizers and herbicides and preparation of athletic fields; maintain parking lots and roadways. Performs other related duties as may be assigned.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Plant, maintain and mow lawns; top, trim and prune shrubs, hedges and trees; edge lawns and borders; weed whipping, rake leaves and hoe and remove weeds (E)
- Prepare and fertilize soil and plant lawns, trees, shrubs, hedges and flowers; apply top dressing to athletic fields; cut and lay sod and perform trenching as needed (E)
- Assist in sprinkler system design; install, maintain and repair sprinkler systems; dig trenches, lay pipe and install valves; maintain and repair electric timers and clocks and perform wiring on electrically-controlled valves; repair and replace pop-up and gear-driven heads; inspect sprinkler system to assure proper and efficient operation (E)
- Water landscaped area including lawns, shrubs and trees using sprinkler systems and hand watering (E)
- Mix and apply fertilizers, pesticides and herbicides to lawns, flowers, shrubs and trees for control of insects, rodents and diseases; prepare and maintain related records including MSDS sheets (E)
- Operate powered parking lot sweeper to sweep and maintain parking lots; sweep fire lanes and roadways; repair and replace car stops as necessary; assist in placing and removing traffic signs (E)
- Complete and maintain work orders and records related to work performed; maintain records of fertilizers, pesticides and herbicides used; submit to supervisor according to established procedures (E)
- Drive a District vehicle to pick up and deliver maintenance supplies and materials; load trucks with trimmings and trash; transport sand, dirt, sawdust and straw; unload and distribute as assigned or according to established procedures (E)
- Remove paper trash and other debris from grounds; sweep and blow walkways, driveways and parking areas; remove debris from roofs, gutters and pipes as necessary (E)
- Maintain power grounds equipment including servicing of brakes and bearings, engine tune-ups and repairs to points and condensers; change oil and filters as necessary (E)
- Operate and maintain a variety of grounds maintenance equipment and machinery including trucks, tractor, skip loader, jackhammer, forklift, sweeper, riding and push mowers, edgers, shears, blowers, mulchers, chain saws, aerator, sprayers, loaders and weed eaters; maintain tools and equipment in proper working order (E)

Annual Security Report is provided by Antelope Valley College for prospective students and employees. A copy of this report is available at <http://www.avc.edu/administration/police/>

REPRESENTATIVE DUTIES (Continued):

- Participate in the renovation, preparation, dragging, lining and maintenance of athletic fields, ball diamonds, running tracks and related facilities
- Perform a variety of maintenance work such as mixing and pouring asphalt and cement, filling holes with sand and soil and performing minor fencing repairs; place barricades for hazardous conditions
- Order supplies as approved by Supervisor
- Assist other maintenance and custodial personnel as assigned
- Perform other related duties as may be assigned

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school and two years grounds maintenance, landscaping or irrigation experience.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license
- Incumbents must qualify for a valid forklift certificate within first year in this classification

KNOWLEDGE OF:

- Methods, equipment and materials used in a variety of grounds maintenance, such as irrigation system installation, maintenance and repair, chemical control of insects, pests and weeds and general grounds maintenance
- Mowing, edging and other basic grounds maintenance procedures
- Renovation and turf reconditioning techniques and procedures
- Cultivating, watering, fertilizing and spraying of trees, grass, shrubs and flowers
- General health and safety procedures related to grounds maintenance
- Requirements of maintaining school grounds in a safe, clean and orderly condition
- Basic recordkeeping related to work performed

ABILITY TO:

- Perform a variety of grounds maintenance duties, such as irrigation system maintenance and repair, chemical application of insecticides and pesticides
- Perform general grounds maintenance including mowing, edging, raking, trimming and weeding
- Maintain and repair sprinkler systems
- Read, understand and update blueprints and schematics of irrigation systems
- Use assigned or recommended methods for the control and eradication of pests, insects and weeds
- Operate and maintain a variety of grounds maintenance machines, equipment and power and hand tools
- Comply with appropriate safety precautions and procedures
- Understand and follow oral and written instructions
- Work cooperatively with others
- Maintain routine records
- Observe legal and defensive driving practices

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Not applicable – no permanent full-time staff to supervise.

CONTACTS: Co-workers, other departmental staff, supervisors, faculty, and student workers

PHYSICAL EFFORT:

- Dexterity of hands and fingers to operate various tools and equipment in the grounds maintenance trade
- Bending at the waist, kneeling, crouching, sitting, lifting 50 to 100 pounds
- Walking and standing for extended periods of time
- Operate manual and power tools

WORKING CONDITIONS:

- Outdoor environment
- Driving a vehicle to conduct work
- Seasonal heat and cold and adverse weather conditions
- Pollen
- Indoor and outdoor environment
- Exposure to pesticides and a variety of other chemicals
- Working around and with machinery having moving parts

APPLICATION PROCEDURE

To be considered an applicant for a classified position in the Antelope Valley Community College District, all of the following documents must be submitted no later than 6:00pm Mon-Thurs and 11:30am on Fridays of the deadline date.

If any of the listed materials are missing or incomplete, the application will not be considered.

1. A completed and signed Antelope Valley College **Classified Application**
2. Cover letter (addressing your interest and qualifications)
3. Résumé

The application must be filled out completely and signed. **Do not** indicate “**See Résumé**” on any part of the application. Blank spaces, illegible entries or failure to sign the application may be cause for rejection. The District will not return application materials submitted.

Application forms are available on the AVC web site www.avc.edu or from the Human Resources Office and must be returned to:



**Faxed or emailed materials cannot be accepted.
Unsolicited materials will not be included. Postmarks will not be accepted**

A selection committee will screen applications of candidates meeting minimum requirements. **Meeting minimum requirements does not assure the applicant of an interview.** Selection for an interview will be based on your training and experience as outlined in your application. Applicants selected for interviews will be notified by phone. Applicants should not expect notification of the status of their candidacy until the Board of Trustees has acted upon the district's recommendation for employment.

Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations.

Antelope Valley College offers an extensive benefit package that includes full-family medical, dental, and vision plans and employee life insurance and income protection policies and eligibility to enroll in the Public Employees' Retirement System.

*Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.
Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.*

AVC is an equal opportunity employer.