



**ANTELOPE VALLEY COLLEGE**  
invites applications for the position of:

## **Grounds Maintenance Worker**

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**SALARY:** \$3,452.41 Monthly

**DEPARTMENT:** Facilities Services

**OPENING DATE:** 10/14/21

**CLOSING DATE:** 10/29/21 11:59 PM

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Hours not to exceed 40 hours per week. Exact work schedule Monday - Friday 6:00 am to 2:30 pm. Work schedule maybe subject to change by supervisor based on department needs and college hours of operation.

December 2021

Cover Letter, Resume

### **DESCRIPTION:**

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)
- 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.
- Orders supplies as approved by Supervisor.
- Assist other maintenance and custodial personnel as assigned.
- Performs other related duties as may be assigned.

## **MINIMUM QUALIFICATIONS:**

### **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.

## **OTHER INFORMATION:**

### **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.
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**SUPPLEMENTAL INFORMATION**

It is the responsibility of each applicant to have all the requested documents submitted through NEOGOV by the deadline date in order to continue in the application process for this position.

**APPLICATION INSTRUCTIONS - PLEASE READ**

- Each recruitment is conducted independent from others; therefore, interested parties need to submit separate complete application packages for each position they apply.
- It is important the applicants submit ALL documents requested for the application package to be deemed complete and given consideration.
  - This includes, but is not limited to, submitting transcripts for all college coursework or degrees when requested to do so within a job announcement.
  - All out of the country transcripts must be evaluated prior to submitting them with applications.
    - Any evaluation service member of the National Association of Credential Evaluation Service (NACES) <http://www.naces.org/> is acceptable.
  - If letters of recommendation are required, letters must be current within two years, signed and dated from individuals having knowledge of your professional experience.
  - Typing certifications must be current within one year and must include name, date and net words per minute (NWP).
  - For those disciplines with established Academic Senate's approved equivalency: complete the Supplemental Equivalence Request form (If applicant is applying based on an equivalency and is requesting review)

- Applicants may be subject to passing an examination (written/technical), as appropriate to the requirements of the position.
- Residency within a reasonable geographical area of the college may be necessary.
- Travel expenses for pre-employment interviews and employment processing will not be authorized.

If you have, any questions or concerns please feel free to contact the Human Resources Office.

**EQUAL OPPORTUNITY EMPLOYER:**

*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.*

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**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/>

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.avc.edu>

Position #RN21-35  
GROUNDS MAINTENANCE WORKER  
AP

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