Employment Opportunity

Gardener/Groundskeeper Specialist
CL04-11 (Maintenance & Operations)

Apply by: Thursday, July 8, 2004, 4:00 p.m.

Class Characteristics
This specialist class performs the full range of gardening and groundskeeping duties; however, the primary responsibility of the work is to develop, maintain, renovate and prepare athletic fields for class and team use. Successful performance of the work not only requires technical skill and experience, but the ability to work with and coordinate the needs of coaches, faculty and students while maintaining fields in a usable condition.

Examples of Duties
Under the supervision of the Director, Maintenance & Operations, confers with faculty, coaches and administration to determine athletic field needs and scheduled use
- Prepares fields for team use, including lining and marking, grading pitching mounds, dragging infields and ensuring that goal posts, nets, pitching cages and other equipment is in place
- Works with the Lead Groundskeeper in developing and renovating fields and athletic areas, such as golf practice areas
- Ensures that the stadium is clean and ready for scheduled use
- Mows, trims, edges, fertilizes, aerifies, thatches and waters lawns and other landscaped areas
- Seeds and resods lawn areas
- Weeds, prunes, mulches, fertilizes, and sprays trees, shrubs and ground cover
- Prepares soil for planting
- Plants trees, seedlings and shrubs
- Inspects assigned areas
- Corrects or reports safety hazards
- Cleans and maintains grounds, paved areas, paths, walkways and stairways
- Performs basic facility maintenance work incidental to landscape maintenance activities
- Picks up trash and litter
- Installs, repairs and maintains irrigation systems
- Reads and interprets plans, specifications, blueprints and schematics
- Stores, mixes and sprays herbicides, fungicides and pesticides
- Performs related maintenance duties including patching asphalt, pouring cement and repairing fences and grounds equipment and facilities
- Maintains inventory of materials and supplies
- Makes material and equipment estimates for assignments and submits purchase requests to Lead Groundskeeper
- Maintains work sites in a clean and orderly condition
- Operates and maintains a variety of hand and power landscaping tools and equipment, including hand and riding mowers, tractors, backhoes, spreaders, rototillers, trenchers, sprayers, edgers, thatchers, blowers, hedge trimmers, weedeaters, chainsaws, rollers, pruners, ladders and other tools
- Observes safe work methods and uses safety equipment
- Secures worksites from traffic hazards as necessary
- Prepares basic records and reports of work accomplished, vandalism, maintenance requests, etc.
- Trains, assigns and directs the work of student assistants and volunteers
- May train, assign and direct lower level workers on a project basis
- Performs related duties as required/assigned

**Qualifications**

Equivalent to graduation from high school and three years of experience in gardening and grounds maintenance work.

**Knowledge of:**

- Methods and techniques of athletic field development, renovation, maintenance and preparation
- Methods and techniques of planting, transplanting, cultivating, pruning and maintaining a variety of lawns, ground cover, plants, shrubs, hedges and trees
- Maintenance and operation of manual and automatic irrigation systems
- Soil preparation and enrichment
- Methods, materials and equipment used in weed, pest and insect control and treating plant diseases
- Use, routine maintenance, and minor repair of hand and power landscaping and grounds maintenance tools and equipment related to the work
- Safe work methods and safety regulations pertaining to the work
- Shop mathematics

**Skill in:**

- Maintaining athletic fields in a playable and safe condition
- Organizing, prioritizing and coordinating work activities
- Safely performing a variety of general gardening and grounds maintenance work
- Using and performing routine maintenance and minor repairs on landscaping and grounds maintenance tools and equipment
- Recognizing common plants, plant diseases and insect pests
- Using judgment and initiative in daily work activities
- Preparing brief, accurate oral and written reports of work performed
- Training and directing others in proper work methods and landscape maintenance techniques
- Understanding and following oral and written directions
- Reading and interpreting label instructions, maps, specifications and blueprints
- Establishing and maintaining an effective working relationship with those contacted in the course of the work
**Other Requirements:**

- Must possess a valid California driver’s license
- Must possess sufficient strength and stamina to lift and carry equipment weighing up to 90 pounds and agility sufficient to perform job duties from ladders
- Must be willing to work out of doors in all weather conditions with exposure to traffic and pesticides and other potentially hazardous materials, using appropriate safety procedures and equipment
- Must be willing to respond to emergency situations in off-hours as necessary

**Desirable:**

- Some college level training in horticulture or a related field
- Possession of a Category B Pesticide Applicator’s license
- Possession of a valid Class B license

**Salary**  
*$2553 to $2816 per month to start, plus fringe benefits; seven-step schedule to $3424 per month plus employer-paid retirement contribution (PERS); Full time assignment, 12 months per year, Monday through Friday, 7:00 a.m. to 3:30 p.m. Position scheduled to begin as soon as possible, pending funding and Governing board ratification.*

*Cabrillo College reserves the right at its discretion to hire classified employees at a higher starting step placement, in acknowledgement of an individual’s previous job-related experience, education and/or relevant other credentials or factors as may be determined.*

Cabrillo College provides a benefit stipend up to $4,800 per year for employee only and up to $8,508 per year for employee plus one dependent, and $11,664 per year for employee plus two dependents for medical, dental, life insurance and long-term disability insurance.

The Service Employees International Union Local 415 is the exclusive bargaining representative for Cabrillo College classified employees. Each employee hired into a classified position shall contribute to the administration of this contract by membership dues or service fee or charitable contribution at a rate of 1.255% of gross salary up to $100.00 per month.

**How to Apply**

Application forms may be obtained through our web site:  
http://www.cabrillo.edu/services/hr/apps/index.html OR our office location noted below. A signed application and the materials listed below must be submitted to:

CABRILLO COLLEGE, HUMAN RESOURCES DEPARTMENT  
6500 SOQUEL DRIVE, APTOS, CA  95003  
OR FAX to: (831) 477-3545  
Email transmittals are not accepted  

*EACH APPLICANT MUST SUBMIT:

a) Completed and signed Cabrillo College application  
b) Resume – job related  
c) One to three letters of recommendation which address the candidate’s ability to perform the duties of this position  
d) Current CA driver’s license and current DMV print-out
e) Copy of Category B Pesticide Applicator's license and copy of valid Class B license (if applicable)

f) Criminal History Inquiry Supplemental to Application

APPLICANTS ARE ENCOURAGED TO SUBMIT:

1) Applicants are encouraged to submit documentation such as college transcripts in response to this position’s desirable qualifications of college level coursework in Horticulture or related field

*If any of the above materials are not submitted with your application packet, your materials will be deemed incomplete and will not be forwarded to the committee for screening.

Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.

Selection Procedure

Applications will be reviewed by a search committee, which will determine the applicants to invite for interviews based on appraisal of qualifications as documented by application materials submitted. An eligibility pool may be established.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted, provide current tuberculosis test results, provide proof of eligibility for employment in the United States and present a valid Social Security card upon hire.

Application Deadline

All application materials MUST be received in the Human Resources Department by: 4:00 p.m., Thursday, July 8, 2004. (Postmarks or Email transmittals are not accepted.)

Cabrillo College seeks applications from all qualified individuals. It is the continuous goal of Cabrillo College to hire and retain faculty and staff that reflect a population rich in diversity and cultural heritage that will enhance the college district and its students.