

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

Central Services

Grounds Gardener I

Job #07-029

Closing Date: 08/25/06

The Foothill-De Anza Community College District is currently accepting applications for **Grounds Gardener I, College Services, Central Services.**

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Under supervision, perform routine grounds and maintenance work on lawns and landscaped areas. Clean sidewalks and other areas. Rake leaves and pick up rubbish and paper. Assist in planting, cultivating, fertilizing, and irrigating lawns and flower beds. Prune and trim trees and shrubs. Mow, trim, and edge lawns and athletic fields. Apply non-toxic insecticides and other chemicals to control pests and weeds. Perform general manual labor. Assist in the care and maintenance of tools and equipment. Drive a truck or forklift. Assist in blacktopping roads and walks, installing fences, laying bricks and concrete slabs, and installing signs. Correct minor irrigation problems. Periodically provide back-up delivery services for warehouse staff. Performs other related duties as required.

Participate in appropriate training in hazardous materials handling, storage, and disposal; follow designated policy and procedures for Haz-mat identification, storage and disposal; maintain standards related to environmental compliance and personal health and safety as required.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Experience in grounds keeping or general laboring work.
3. Possession of a current California operator's license issued by the State Department of Motor Vehicles.

PREFERRED QUALIFICATIONS:

1. Knowledge of the use and purpose of various hand tools employed in grounds keeping and general labor work.
2. Ability to use a computer for entry and retrieval of information for work assignments.
3. Ability to operate hand and power gardening tools.
4. Ability to work cooperatively with others.
5. Ability to understand and carry out oral and written instructions.
6. Ability to perform general manual labor work.
7. Ability to communicate both orally and in writing.
8. Ability to drive a truck or forklift.

APPLICATION MATERIALS:

1. A District application to be completed at www.fhdajobs.net (a paper application is available by visiting www.fhda.edu or by contacting Employment Services).
2. Resume of all work experience, formal education and training.
3. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

CONDITIONS OF EMPLOYMENT

Salary: \$3,144.55 per month plus benefits, level L-37

Position: Full-time, Permanent, 12 months per year

Starting date: As soon as possible upon completion of the search process.

Schedule: Monday-Friday 6:00 a.m. – 2:30 p.m.

Excellent benefits package which includes full cost medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes fully paid medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits>

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:
Employment Services
Foothill-De Anza Community College District
12345 El Monte Road
Los Altos Hills, California 94022
(650) 949-6217
Email: employment@fhda.edu
<http://www.fhda.edu>