



LAKE TAHOE COMMUNITY COLLEGE DISTRICT

POSITION ANNOUNCEMENT

GROUNDSKEEPER/CUSTODIAN MAINTENANCE AND OPERATIONS

Lake Tahoe Community College District announces an opportunity to work part-time (up to 28 hours per week) in the Maintenance and Operations department. Under the direction of the Director of Maintenance and Operations, the Groundskeeper/Custodian will perform a variety of functions in support of the office; maintain campus grounds, clean assigned areas, perform basic maintenance, lock doors, and assist with set up of special functions and events.

Hours are flexible, Monday – Friday, Saturday, Sunday, and nights, according to the needs of the department.

A. APPLICATION PROCEDURE

Send the following materials to Human Resources:

1. District Application Form. (The job packet is available on our website at www.ltcc.edu/jobs.)
2. Cover letter
3. Resume
4. Demographic Survey (optional)

Note: The District will only consider materials listed above in the selection process, any additions to the application packet will be discarded.

Applicants may be required to submit official transcripts upon offer of employment. Every effort should be made in the application to demonstrate the applicant's ability to meet the qualifications listed for the position.

DEADLINE FOR APPLICATIONS

Open until filled. LTCC reserves the right to reopen the position or extend the deadline if an adequate applicant pool is not received.

B. SELECTION PROCEDURE

After reviewing applications, those applicants judged most suitable for the position will be invited to interview. These applicants will be notified by phone. Interviews will be set up based on the availability of the applicant and the Director of Institutional Effectiveness. Meeting the minimum requirements does not guarantee an interview.

START DATE

Preferred start date is as soon as mutually agreed.

C. COMPENSATION

Starting Salary: \$14.04

Salary will be based upon approved range 16.

D. THE COLLEGE

Located in the beautiful Sierra Nevada Mountains, Lake Tahoe Community College offers students the opportunity to pursue an Associate in Arts degree, study for university transfer, acquire career and technical skills, complete general education requirements, or pursue lifelong learning. The college is widely recognized as the hub of culture and education for the surrounding community.

The college was established in 1974 and is situated on a 160-acre forested site only two miles from Lake Tahoe and Heavenly Mountain Resort. The current physical plant of the college was first constructed in 1988 and has expanded to 170,000 square feet, including first class physical education, art and theater buildings. A 20,000 square foot library opened in 2006 and an art gallery opened in 2007. The campus also houses the Child Development Center, a model child care facility that accommodates children from six weeks through six years of age. The District also has a well-established and integrated planning and resource and allocation process supported by its participatory governance structure. The District recently received a reaffirmation of accreditation in February 2013.

SOUTH LAKE TAHOE COMMUNITY AND AREA

South Lake Tahoe, California is on the southern shore of Lake Tahoe at an elevation of 6,250 feet and has 30,000 permanent residents. It is an easy 60 mile drive east to Reno with Sacramento is a short 100 miles west, with both cities providing major airports, attractions and amenities of large metropolitan areas. The Lake Tahoe area boasts more than 300 days of sunshine a year, with average winter temperatures of 18 to 36 degrees; summer maximums average a pleasant 78 degrees. The Tahoe region is commonly referred to as the World's Playground with world-class hiking, skiing/riding, kayaking, fishing, camping, restaurants and other recreational opportunities.

E. LAKE TAHOE COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

Lake Tahoe Community College adheres to Title IX of the Educational Amendments of 1972 and the Rehabilitation Act of 1973 and is an Equal Opportunity Employer.

F. SPECIAL Accommodations

If you are in need of special services or facilities due to a disability in order to apply or interview for this position, please call the office Human Resources at 530-541-4660, ext. 226.

NOTE: All persons hired by Lake Tahoe Community College are required to prove employment eligibility in compliance with the Immigration Reform and Control Act of 1986, obtain a current tuberculosis clearance and submit to a criminal history background check prior to beginning work.

SEND ALL INFORMATION AND INQUIRIES REGARDING THE HIRING PROCESS TO:

Human Resources
Lake Tahoe Community College District
One College Drive, South Lake Tahoe, CA 96150
(530) 541-4660, ext. 226; *FAX: (530) 541-8611*
humanresources@ltcc.edu

All inquiries are considered confidential.



CLASSIFIED EMPLOYMENT INFORMATION

1. A completed District application form must be submitted for each position. To ensure being considered for a classified position with Lake Tahoe Community College, candidates must submit all materials requested in the vacancy announcement by the deadline date. Submission of requested materials is the candidate's responsibility.
2. Candidates wishing to apply for more than one position must submit duplicated materials for each position.
3. If a particular test is being given for the position, you will be notified of the testing time and place.
4. Interviews are held on the campus where the position is located. A second interview may be required of top candidates.
5. In the interview, consideration will be given to various factors, including, but not limited to, education, experience, personal development, ability to work with others, initiative and sensitivity.
6. Travel costs related to the interview or testing will be at the expense of the candidate.
7. The District reserves the right to investigate past employment records of any candidate.
8. The District reserves the right to re-advertise a position or to delay indefinitely the employment of a person for a position if it is deemed by the District that applicants for the position do not constitute an adequate affirmative action recruitment pool.
9. Applicants will be notified when the position is filled. The District does not return to the candidate materials submitted an application for the position. Applications are kept in our file for a period of one year.
10. As required by the Affirmative Action policy of Lake Tahoe Community College District, the Human Resources Department is required to maintain a file that will yield the composition of the applicant flow by minority group and sex. A form will be provided for this purpose. Completing and returning the form is on a voluntary basis by the candidate. If returned, the form will be kept separate from the application and placed in an Applicant Flow File. This information will not be used as a part of our screening process.
11. Lake Tahoe Community College District is an Equal Employment Opportunity Employer.

LAKE TAHOE COMMUNITY COLLEGE DISTRICT

Groundskeeper/Custodian

Class Title: Groundskeeper/Custodian
Bargaining Unit: Classified Employees Union
Range: 16

Definition:

Under the direction of the Director of Facilities perform grounds, gardening and standard custodial work to clean and maintain buildings and grounds.

Distinguishing Characteristics:

The Groundskeeper/Custodian performs both grounds keeping and custodial duties. It is distinguished from the Custodian by the grounds keeping duties assigned.

Representative Duties:

- ❖ Maintain campus grounds; plant, water, cultivate, weed, fertilize, cut and trim lawns, shrubs, trees and flower beds; construct and maintain planter boxes and beds; install, maintain and repair sprinkler and irrigation systems; pick up trash; remove debris; remove snow from walkways, driveways and bike trails; remove ice pack.
- ❖ Clean assigned area; clean restrooms; sweep, mop and wax floors; clean mirrors and windows; clean office areas; empty trash; move, arrange and clean office furniture; vacuum carpets and floors; perform basic maintenance; fix loose carpet, broken windows and doors and make adjustments to equipment as needed; report maintenance and repair problems to supervisor; store equipment and supplies.
- ❖ Monitor walkways for unsafe conditions; clear hazards; operate trucks, snow plows, snow blowers and other snow removal equipment; open and secure buildings; walk through building; lock doors and windows; set alarms; assist with and set up special functions and events; assist other maintenance personnel as requested; deliver supplies and paper goods as needed; perform related duties as assigned.

Employment Standards:

Knowledge of:

- ❖ Grounds keeping and custodial practices, procedures and equipment.
- ❖ Proper methods, techniques, materials, tools and equipment used in grounds and custodial work.
- ❖ Common plants, shrubs, trees and grass care and maintenance.
- ❖ Cleaning methods for floors, carpets, furniture, walls and fixtures.
- ❖ Proper safety precautions for chemicals and cleaning supplies used in custodial work.
- ❖ Safe handling of grounds and custodial equipment.
- ❖ Methods and techniques for storing equipment, materials and supplies.

Ability to:

- ❖ Clean and maintain college facilities and grounds.
- ❖ Use grounds and custodial materials, equipment and methods safely, efficiently and according to pre-determined standards.
- ❖ Maintain tools and equipment assigned in clean working order.
- ❖ Perform heavy manual labor.
- ❖ Understand and follow oral and written directions.
- ❖ Communicate effectively with others.
- ❖ Learn and apply the rules and regulations of the assigned area.

- ❖ Work cooperatively with others.
- ❖ Establish and maintain cooperative relationships with those contacted in the course of work.

Education and Experience:

Any combination equivalent to: two years groundskeeping experience.

Additional Requirement (Licensure/Certification):

- ❖ Valid driver's license.

Supervision:

- ❖ Direction received from the Director of Facilities.

LIST EMPLOYMENT FOR THE PAST 10 YEARS BELOW, BEGINNING WITH YOUR MOST RECENT

1. Name and Address of Company	From:		To:		Position:
	Mo.	Yr.	Mo.	Yr.	Describe the work you did:
	Weekly Starting Salary		Weekly Ending Salary		
Type of Business:	Name & Title of Supervisor:				
Telephone:	Reason for Leaving:				

2. Name and Address of Company	From:		To:		Position:
	Mo.	Yr.	Mo.	Yr.	Describe the work you did:
	Weekly Starting Salary		Weekly Ending Salary		
Type of Business:	Name & Title of Supervisor:				
Telephone:	Reason for Leaving:				

3. Name and Address of Company	From:		To:		Position:
	Mo.	Yr.	Mo.	Yr.	Describe the work you did:
	Weekly Starting Salary		Weekly Ending Salary		
Type of Business:	Name & Title of Supervisor:				
Telephone:	Reason for Leaving:				

4. Name and Address of Company	From:		To:		Position:
	Mo.	Yr.	Mo.	Yr.	Describe the work you did:
	Weekly Starting Salary		Weekly Ending Salary		
Type of Business:	Name & Title of Supervisor:				
Telephone:	Reason for Leaving:				

5. Name and Address of Company	From:		To:		Position:
	Mo.	Yr.	Mo.	Yr.	Describe the work you did:
	Weekly Starting Salary		Weekly Ending Salary		
Type of Business:	Name & Title of Supervisor:				
Telephone:	Reason for Leaving:				

May we contact the employers listed above? _____ If not, indicate by No. which one(s) you do ***not*** wish us to contact: _____

MILITARY SERVICE RECORD

Were you in the Armed Forces? _____ If yes, what Branch? _____ Rank _____

REFERENCES

Please list persons who have recent knowledge of your professional qualifications.

NAME	TITLE/COMPANY	PHONE
1.		
2.		
3.		

PLEASE READ AND SIGN BELOW

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history through any investigative bureaus of your choice.

Signature of Applicant

**AN EQUAL OPPORTUNITY
EMPLOYER**

**Lake Tahoe Community College
Demographic Survey (Confidential)**

The following information is necessary for Lake Tahoe Community College to evaluate its recruitment and hiring practices and to prepare reports required by state and federal agencies. The information you provide is strictly confidential and is removed from your application form. Your cooperation in voluntarily providing this information is greatly appreciated.

Name:		Position Applied For:	
Date:		Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Are you a person with a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, do you need any accommodation(s)? <input type="checkbox"/> Yes <i>If yes, please call Human Resources at (530) 541-4660, ext. 226.</i>		*As defined in the Americans with Disabilities Act of 1990, a disabled person is one who: 1) Has a physical or mental impairment which substantially limits one or more major life activities; 2) Has a record of such an impairment; or 3) Is regarded as having such an impairment.	
Heritage:	<input type="checkbox"/> Asian excluding Filipino: All persons having origins in any of the original people of the Far East or Southeast Asia (Chinese, Japanese, Korean, Laotian, Cambodian, Vietnamese, Asian Indian, Other Asian). <input type="checkbox"/> Black/African-American: (not of Hispanic origin): All persons having origins in any of the black racial groups of Africa. <input type="checkbox"/> Filipino: All persons having origins in any of the original people of the Philippine Islands <input type="checkbox"/> Hispanic (Chicano/Latino/Mexican-American): All persons of Mexican, Puerto Rican, Cuban, Central or South America, or other Spanish culture or origin, regardless of race. <input type="checkbox"/> Native American: All persons having origins in any of the original people of North America and who maintain cultural identification through tribal affiliation or community recognition. <input type="checkbox"/> Pacific Islander: All persons having origins in Guamanian, Hawaiian, Samoan or other Pacific Islander group. <input type="checkbox"/> White/Caucasian (not of Hispanic origin): All persons having origins in any of the original people in Europe, the Indian Subcontinent, or the Middle East. <input type="checkbox"/> Other foreign national (please specify): <input type="checkbox"/> Decline to state		
Status:	<input type="checkbox"/> Veteran <input type="checkbox"/> Vietnam Veteran <input type="checkbox"/> US Citizen <input type="checkbox"/> Permanent Resident		

Recruitment Information: How did you hear about this position/job?

- Chronicle of Higher Education
- Chancellor's Registry
- College Employee
- College Placement Office
- District Web Site
- Local Publication: Tahoe Tribune; Other (please specify):
- Job Fair (please specify location):
- Journal or other discipline publication (please identify):
- Word of Mouth
- Other (please specify):

We appreciate your assistance in providing statistics to help us improve our recruitment efforts.

Lake Tahoe Community College, One College Drive, So. Lake Tahoe, CA 96150