



LAKE TAHOE COMMUNITY COLLEGE DISTRICT

POSITION ANNOUNCEMENT

EVENING LEAD GROUNDSKEEPER/CUSTODIAN MAINTENANCE & OPERATIONS

Lake Tahoe Community College District announces an opportunity to work in the Maintenance and Operations department. Under the direction of the Director of Facilities, oversee and participate in grounds maintenance, custodial and gardening activities during evening hours in the beautification of college building grounds and landscaped areas; train and provide work direction, coordination and guidance to assigned personnel.

Hours are expected to be Tuesday-Saturday, shifts generally during evening hours; however, days and hours may vary according to the needs of the program. This is a full-time (40 hours per week), non-exempt position.

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

All applications must be received **by noon on Monday, October 23, 2017** to be considered for this opening. 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 initial interviews. These applicants will be notified by phone on or about **Tuesday, October 31, 2017**. Interviews are tentatively scheduled for **November 14 & 15, 2017**. Meeting the minimum requirements does not guarantee an interview.

START DATE

Preferred start date is January 2, 2018, or as soon as mutually agreed.

C. COMPENSATION

Starting Salary: \$2,688 to \$2,967 monthly
 \$15.51 to \$17.12 hourly

Salary will be based upon approved range 20 and step placement subject to experience and education.

The District provides a comprehensive benefit program for employees and their families as well as membership in the Public Employees Retirement System (PERS). Most benefits apply to employees and dependents.

D. THE COLLEGE

Lake Tahoe Community College (LTCC) is an evolving, dynamic, California community college in South Lake Tahoe. The waters and surrounding forests of Lake Tahoe are a national treasure, and the LTCC campus, featuring 164-forested and creekside acres, is a microcosm of the region's natural beauty. Located 6,229 feet above sea level, LTCC is Northern California's highest altitude college. This enthusiastic college community serves students from the bi-state, multi-jurisdictional watershed, including students from neighboring Nevada communities.

The progress and stability of Lake Tahoe Community College are rooted in an institutional commitment to student success and constant efforts to realize opportunities related to the region's unique geography and history. LTCC currently offers 21 associate in arts degrees, 13 transfer degrees (AA-T and AS-T), 32 certificates, and 21 short-term departmental certificates. Students planning to transfer to a four-year university have a wide variety of options, as LTCC offers the equivalent of the first two years of a four-year university program. In addition to the quality programs for traditional students, LTCC has expanded its career and technical education offerings and innovative summer programs. The Intensive Spanish Summer Institute (ISSI) draws approximately 500 students from across the United States for a one-week immersion experience in Spanish language and culture. LTCC's regionally accredited Fire Academy prepares students for Firefighter I certification in California.

LTCC, a single-college district, is widely recognized as the hub of culture and education for the surrounding community and is working toward its vision of becoming "*California's premier destination community college.*"

LTCC currently serves approximately 5,971 credit and non-credit students each year who enroll in courses for transfer preparation, career and technical education, and foundational skills.

As an open-door institution, LTCC strives to minimize the barriers to college participation for those within and outside of its service area. Ensuring access to higher education is central to the core mission of LTCC:

OUR MISSION

Lake Tahoe Community College serves our local, regional, and global communities by promoting comprehensive learning, success, and life-changing opportunities. Through quality instruction and student support, our personalized approach to teaching and learning empowers students to achieve their educational and personal goals.

Originally granted full accreditation in January 1979, LTCC's accreditation status has been maintained through the regular process of self-evaluation and review by the Accrediting Commission for Community and Junior Colleges (ACCJC), with the latest reaffirmation in February 2013. The University of California, the California State Universities, and other accredited colleges and universities give full credit for equivalent and transferable courses satisfactorily completed at Lake Tahoe Community College.

Thanks to our community, LTCC has an opportunity to revitalize the campus. A \$55 million General Obligation Bond (Measure F) was passed in November 2014. The bond is supporting LTCC renovation and modernization (classrooms, laboratories, and technology), leveraging state capital outlay and scheduled maintenance funding. In addition, the community support of the bond inspired a generous donation from a longtime Tahoe resident, providing for the construction of the Lisa and Robert Maloff University Center. With this exciting new University Center, access to upper-division level educational opportunities and academic support services are made possible through partnerships with other institutions. LTCC is currently in talks with several regional colleges and universities toward the

objective of providing collaborative baccalaureate and graduate programs, providing a local gateway to a four-year degree.

E. LAKE TAHOE COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.

F. SPECIAL ACCOMODATIONS

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

Lead Groundskeeper/Custodian

Class Title: Lead Groundskeeper/Custodian
Bargaining Unit: Classified Employee Union
Range: 20

Definition:

Under the direction of the Director of Facilities, perform grounds, gardening and standard custodial work to clean and maintain buildings and grounds. Act as lead, providing work coordination and guidance to other groundskeeper/custodians on duty. Assist the director in facilitating the assignment, oversight, and training of other groundskeeper/custodian personnel.

Distinguishing Characteristics:

The Lead Groundskeeper/Custodian performs both groundskeeping and custodial duties. It is distinguished from Groundskeeper/Custodian by the lead duties assigned.

Representative Duties:

- ❖ Advise the Director of Facilities in the coordinating and reviewing of the work of grounds and custodial personnel; instruct and provide training for personnel in the use of equipment, supplies and safe work practices; review work in progress or upon completion; ensure appropriate safe work practices are being observed; coordinate grounds and custodial projects; communicate any issues back to supervisor; plan and adjust to cover essential work needs resulting from unanticipated personnel absences or situations. Leads the work of grounds and custodial employees; assigns and reviews their work and assists in training.
- ❖ Clean assigned areas, which may include offices, classrooms, restrooms, physical education facilities, meeting rooms, libraries, theaters, locker rooms, and dining commons; sweep, mop and wax floors; clean mirrors and windows; empty trash; set up, move, arrange and clean office furniture, athletic and fitness equipment; disinfect fixtures and equipment; vacuum carpets and floors; clean and shampoo carpets, conduct on-going inspections of equipment and facilities for hazards and wear and to identify maintenance needs; 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.
- ❖ Assume lead position during snow removal operations.
- ❖ Perform a wide variety of light maintenance duties such as unplugging sinks, cleaning spills, door maintenance, replacing light bulbs and painting.
- ❖ 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, parking lots and bike trails; remove ice pack.
- ❖ Open and secure buildings; walk through building; lock doors and windows; set alarms; provide night security and escort services for the students, faculty and staff as needed;

remove snow from campus areas; de-ice walkways; monitor parking areas; issue citations as required; deliver supplies and paper goods as needed; perform related duties as assigned.

- ❖ Monitor walkways for unsafe conditions; clear hazards; operate trucks, snow plows, loaders, snow blowers and other snow removal equipment; assist with and set up special functions and events; perform basic maintenance functions, assist other maintenance personnel as requested.

Employment Standards:

Knowledge of:

- ❖ Principles of training and providing work direction and work evaluation.
- ❖ Effective cleaning practices, procedures, supplies, chemicals and equipment.
- ❖ Grounds keeping and custodial practices, procedures and equipment.
- ❖ Proper methods, techniques, materials, tools and equipment used in grounds and custodial work.
- ❖ Care and repair of standard custodial and grounds equipment.
- ❖ 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 and hazardous materials.
- ❖ Methods and techniques for storing equipment, materials and supplies.
- ❖ Knowledge of basic trades practices and techniques.

Ability to:

- ❖ Plan, estimate, coordinate and schedule the work of a grounds/custodial crew.
- ❖ Identify and implement effective courses of action to complete assigned work.
- ❖ Work without supervision.
- ❖ Safely and effectively operate a variety of cleaning, grounds, snow removal and building maintenance equipment.
- ❖ Establish and maintain effective working relationship with district management, staff, faculty, students, the public and others encountered in the course of work.
- ❖ Communicate effectively with district employees and students using tact, courtesy and good judgment.
- ❖ Train new groundskeeper/custodial hires in proper procedures.
- ❖ Prepare and maintain a variety of basic written records and reports.
- ❖ 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.
- ❖ Thrive in a team environment.
- ❖ Communicate effectively with others.
- ❖ Learn and apply the rules and regulations of the assigned area.

- ❖ Work cooperatively with others.
- ❖ Use on-line ordering systems.
- ❖ Ability to physically perform assigned duties, including, but not limited to:
 - Lift objects up to 50 pounds
 - Stand and walk for extended periods of time
 - Climb stairs
 - Perform job duties in outdoor conditions

Education and Experience:

Any combination equivalent to: two years custodian or groundskeeping experience.
Supervisory classes or training is desirable.

Additional Requirement (Licensure/Certification):

- ❖ Valid driver's license.

Supervision:

- ❖ Direction received from the Director of Facilities.



One College Drive
 South Lake Tahoe, CA 96150-4524
 (530) 541-4660 ext. 221
 Fax: (530) 541-7852

Position applied for: _____

APPLICATION FOR CLASSIFIED EMPLOYMENT

PLEASE READ CAREFULLY: A resume may be attached but this does not relieve the requirement to COMPLETE ALL SECTIONS of this application. An incomplete application may disqualify you. A poorly completed application may work against you in the screening process. Read the job notice and description to be sure you meet the minimum requirements.

PERSONAL

Date _____

Name _____
Last
First
Middle

Present Address _____
Street
P.O. Box
City
State
Zip

Telephone No. _____
Home
Business
Cell

Email Address _____

Are you legally eligible for employment in the U.S.A.? _____ Are you under the age of 18? _____

Other than English, please list any language you speak and write fluently _____

Have you ever been convicted or pleaded nolo contendere for any crime other than a minor traffic violation? (A "yes" does not automatically disqualify you from further consideration. You will be fingerprinted.) _____

If yes, please describe in full on a separate page.

RECORD OF EDUCATION

School	Name and Address of School	Course of Study	Check Last Year Completed	Did You Graduate?	List Diploma or Degree
High	_____		1 2 3 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

College	_____		1 2 3 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Other (specify)	_____		1 2 3 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	

If your application is considered favorably, on what date will you be available for work? _____

Are there any other experiences, skills, or qualifications which you feel would especially fit you for work with our district? _____

Other relevant skills or certifications? _____

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 If yes, please call Human Resources at (530) 541-4660, ext. 226.		*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