**Position Title:** CMA Lead Groundskeeper  
**Job Bulletin Number:** 103326  
**Classification:** Leads Groundskeeper CMA  
**Department:** Grounds  
**Full/Part-time:** Full-time  
**Employment Type:** Probationary/Permanent  
**Bargaining Unit:** IOUE, Unit 10  
**Pay Plan:** 12 month  
**Salary Range:** $3,756 – $5,872 per month. Hiring salary anticipated $3756 - $4600 per month commensurate with knowledge and experience.  
**Benefits:** Premium benefit package includes outstanding health, dental and vision plans; life and disability insurances; pension (CalPERS); tuition fee waiver; and 14 paid holidays per year. See our [benefits website](http://www.csum.edu/web/hr/careers) for additional information.  
**Pre-Employment Conditions:** Background including DMV records check, fingerprinting and Pre-employment physical  
**Closing Date:** Open until filled. A review of applications will begin Thursday, December 16, 2021 and the review period may end at any time thereafter.

**POSITION SUMMARY:** Under the general direction of the Director of Facilities Operations or his designee, will work with and provide direction to a small crew performing groundskeeping and general maintenance work at the California Maritime Academy. May instruct or lead student assistants or California Conservation Corps (CCC) workers and do other related work in the performance of this position.

**HOW TO APPLY:** Interested parties should submit the Cal Maritime Employment Application, a cover letter and resume. Apply on-line at [http://www.csum.edu/web/hr/careers](http://www.csum.edu/web/hr/careers).

**ABOUT THE CALIFORNIA STATE UNIVERSITY MARITIME ACADEMY:**  
Established in 1929, California State University Maritime Academy, a campus of the California State University, is the only degree-granting maritime academy on the West Coast. Located on a scenic waterfront site in Vallejo, the campus serves a student population of approximately 1100 undergraduates and 50 graduate students. The campus currently
offers undergraduate degrees in Mechanical Engineering, Facilities Engineering Technology, Marine Engineering Technology, Marine Transportation, Global and Maritime Studies, and Business Administration. A master’s degree in Transportation and Engineering Management is offered as well as a number of extended learning programs and courses.

MAJOR RESPONSIBILITIES:

• Acts as a working-lead and provides daily work assignments and oversight to the Grounds Department to ensure that all identified areas of the campus are maintained in an orderly fashion for the season.
• Supervises alternative work force which may include students and temporary workers.
• Ensures that an adequate supply of materials are on hand to perform all groundskeeping tasks and that assigned equipment is kept in good repair; acts as liaison for the purchase and care of flowers and ornamental plants for Academy grounds.
• Provides oversight and input into Grounds-related service contracts along with new or renovated landscape design in all sectors of the campus.
• Performs general grounds maintenance on assigned area to ensure an orderly sector utilizing available materials and equipment to propagate, plant, cultivate, prune, spray and otherwise care for flowers, shrubs, lawns and trees.
• Performs miscellaneous minor road repair work; estimates and requisitions materials and supplies; performs other related work which may include minor building maintenance.
• Provides oversight to and may coordinate the Campus solid waste management and recycle program.
• Ensures that safety meetings are held in the Grounds Department and proper documentation is maintained.
• Checks all grounds sectors for safety hazards and ensures that they are addressed in a timely manner.
• Ensures that all paperwork required for compliance with the Academy’s pesticide program is done in a timely manner.
• Maintains updated Material Safety Data Sheet book for all items used in the Grounds Department and others as needed. Participates in in-house committees as assigned for the benefit of the Academy for example the Health and Safety Committee.

REQUIRED QUALIFICATIONS:

• High school diploma or equivalent.
• Three years of experience in propagating, planting, and cultivating flowers and shrubs and in general grounds maintenance work. Completion of a recognized course of study in landscape gardening or landscape design may be substituted for two years of the required experience.
• Must possess and maintain a California Driver’s License.
• Read and write at a level required for successful job performance.
• Knowledge of methods, materials, tools, and equipment used in propagating, planting, cultivating, spraying, and otherwise caring for flowers, shrubs, lawns, and trees; flowers, shrubs, and ornamental and shade trees commonly grown in California and their planting and growing requirements; plant pests, diseases and methods of their control and eradication; installation, maintenance and repair of irrigation systems.
• Ability to work both independently and with a crew.
• Ability to organize, assign work to, and lead an established department of Grounds employees on a daily and sometimes hourly basis.
• Ability to train and evaluate the work of others.
• Ability to recognize and treat both weed and disease pests common to California along with irrigation problem recognition.
• Ability to read, interpret and work from plans, drawings, and specifications.
• Ability to diagnose and make minor repairs to landscape equipment.
• Ability to safely operate all type of landscape implements and equipment to include weed eaters, mowers (riding & push), power hedge trimmers, chain saws and street sweeper.
PREFERRED QUALIFICATIONS:
- Two years assigning and overseeing labor in a working Lead, Foreman, or Line-Supervisor role.
- Monitoring, maintaining, troubleshooting, adjusting and correcting electronically controlled irrigation systems.
- QAC Pesticide license

SPECIAL CONDITIONS:

PHYSICAL, MENTAL and ENVIRONMENTAL CONDITIONS:
- Operate power, hand tools and landscape equipment.
- Climb and work on scaffolding, ladders, rigging and power aerial lifts.
- Lift and carry materials, tools, equipment and supplies weighing up to 75 lbs. in a safe manner.
- Work with chemicals and other possible hazardous substances.
- Perform overhead work for extended periods of time.
- Work in poor terrain.
- On occasion, work in excess heat, cold, humidity, dampness and dry atmospheric conditions for short periods of time.
- Work may involve exposure to hazardous conditions.

BACKGROUND CHECK: Satisfactory completion of a background check (including a criminal records check, and fingerprinting) is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position.

MANDATED REPORTER: The person holding this position is considered a ‘mandated reporter’ under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 revised July 21, 2017 as a condition of employment.

ELIGIBILITY TO WORK: Applicants must provide proof of U.S. citizenship or authorization to work in the United States within three days of the date of hire.

TITLE IX: Please view the Notice of Non-Discrimination on the Basis of Gender or Sex and Contact Information for Title IX Coordinator at: https://www2.calstate.edu/titleix

EEO STATEMENT: Cal Maritime is an Equal Opportunity, Affirmative Action Employer. The university subscribes to all state and federal regulations and prohibits discrimination based on race, color, religion, national origin, sex, gender identity/gender expression, sexual orientation, marital status, pregnancy, age, disability, genetic information, medical condition, covered veteran status, or any other protected status. Reasonable Accommodations will be provided to applicants with qualifying disabilities who self-disclose by contacting the Benefits Coordinator at (707) 654-1146.