



JOB DESCRIPTION

INFORMATION

Job Title:	<i>Groundskeeper</i>	Wkly. Hrs./Weeks:	24/52
		Pay Grade:	
Department:	Grounds	Classification	
Reports To:	Grounds Supervisor	Effective Date:	7/31/2018

SUMMARY

Under immediate supervision, in accordance with schedules or periodic instructions, performs general gardening work and maintains the grounds of the campus.

ESSENTIAL FUNCTIONS

- Plant, cultivate, fertilize, water, and spray ornamental plants, shrubs, hedges, trees, lawns, and flowers.
- Rake leaves; hoe weeds.
- Clean trash from assigned areas including parking lots.
- Prepare and treat soils for planting.
- Maintain hoses, sprinklers, tools, supplies and equipment in proper condition and repair.
- Trim trees, hedges, and shrubs and erect tree supports.
- May operate and perform minor maintenance on small power mowers, small riding mowers, and other gardening power equipment.
- May assist in the preparation and lining of athletic fields for events.
- May occasionally assist in sprinkler repair, spraying, or tree trimming.
- May drive pick-ups and other automotive equipment in performance of assigned duties.
- Other duties as assigned.
- Regular attendance is essential.

COMPETENCIES

- Thorough knowledge of general gardening and grounds maintenance methods.
- General knowledge of proper methods of planting, cultivating, and caring for hedges, ornamental trees, shrubs, lawns, and flowers and of the use and care of gardening materials, tools, and equipment.
- Ability to recognize the more common species of ornamental shrubs, trees and flowers.
- Ability to perform strenuous physical work as described.
- Mechanical aptitude and motor coordination.
- Ability to learn to operate skillfully small trucks and power-driven grounds equipment.

QUALIFICATIONS

- Has a personal relationship with Jesus Christ.
- Education: High School Diploma or its equivalent, or higher
- Experience: 1+ years as an groundskeeper preferred

WORKING CONDITIONS

- Working Environment: Mostly outdoors with extreme temperature changes.
- Able to exercise good judgment and discernment.
- Ability to multitask in an environment with many distractions is a must.
- Physical Demands: Able to lift, pull, push, grasp and bend while lifting up to 60lbs. Repetitive motions are required. Travel: None

ADDITIONAL INFORMATION

Minimum Conditions for Beginning Employment:

Prior to beginning employment, in accordance with The Master's University & Seminary policy and/or under federal or state law, all employees must:

1. Sign and return an offer of "At Will" employment.
2. Present verification of their identity and authorization to work in the United States.

If, because of a disability, you need special services or facilities in order to apply or interview for this opening please contact the Human Resources department.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.

APPLICATION PROCESS

In order to be considered for a position, a completed Application for Employment must be submitted to the Human Resources office. The application may be picked up in person in the HR office or is available to be downloaded as a PDF from the web at <http://www.masters.edu/campuslinks/employment.aspx>. Your completed application may be dropped off in person, sent via fax (661.362.2717), email (humanresources@masters.edu) or regular mail (21726 Placerita Cyn Rd Box 41, Santa Clarita CA 91321).

Selection Process:

All applications are reviewed by the Human Resources department and where appropriate are forwarded for further consideration. Selected candidates will be invited for a personal interview at The Master's University. Any expense incurred in connection with these interviews will be the responsibility of the candidates.

Application Procedures:

All documents included in your application remain the sole property of The Master's University & Seminary and will not be returned. Your file for this opening will not be considered unless all requested items are submitted and are complete.