

Grounds and Custodial Manager
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=251785>

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Posted Jan. 17, 2025, set to expire Feb. 12, 2025

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| Job Title | Grounds and Custodial Manager |
| Department | |
| Institution | State Center Community College District Fresno, California |
| Date Posted | Jan. 17, 2025 |
| Application Deadline | 02/12/2025 |
| Position Start Date | Available immediately |
| Job Categories | Professional Staff |
| Academic Field(s) | Administration - Other |
| Apply Online Here | https://apptrkr.com/5934324 |
| Apply By Email | |
| Job Description | |

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Grounds and Custodial Manager

Salary: \$81,981.00 - \$100,826.00 Annually

Location: Fresno City College, CA

Job Type: Permanent

Division: DO District Office

Job Number: 2025006

Closing: 2/12/2025 11:59 PM Pacific

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General Purpose

Under direction, plans, organizes and manages the custodial and grounds services of assigned campus locations including all buildings and grounds; oversees minor repairs to lighting and plumbing fixtures, and furniture; supervises the maintenance of grounds, turf and hardscapes; plans, directs and oversees setup for special events; campus mail and courier services, warehouse, shipping/receiving; surplus property redistribution; and safety inspections, as necessary; classroom, office and laboratory interior updates or renovations; coordinates relocation of furniture; assists in developing and monitoring the department budget; and performs related duties as assigned.

Essential Duties & Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, manages, integrates and evaluates work of assigned staff; supervises and participates in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards; contributes to the development of and monitors performance against the annual department budget; approves purchases and other expenditures in accordance with District policies and procedures; makes presentations; prepares and maintains a variety of records and reports.
2. Manages the performance of assigned staff; interviews and selects new staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; makes compensation recommendations; responds to grievances; approves overtime/compensatory time; subject to concurrence by senior management and Human Resources, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with Personnel Commission Rules, Administrative Regulations, Board Policies, Human Resources procedures and collective bargaining agreements; performs other activities relevant to supervision of assigned staff.
3. Provides day-to-day leadership and works with staff to ensure a high-performance, service-oriented work environment that supports achievement of the department's, District's, and College's mission, objectives and values; promotes workplace diversity, inclusion, cultural competency and a positive work environment.
4. Interprets, applies and ensures compliance with applicable laws, codes and regulations.

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5. Ensures staff and student aides are compliant with department standards and specifications and utilize proper work methods and techniques; inspects grounds, buildings and facilities and ensures they are clean, sanitized, and safe.
6. Directs the maintenance, preparation, marking and cleanup of athletic fields for teams and clubs; prioritizes and schedules work projects to avoid conflict with scheduled games, practices, and classes.
7. Responds to staff and student complaints regarding work quality or building safety and accessibility as it relates to the custodial and grounds department; resolves issue or escalates to District Maintenance department or college administration.
8. Prepares and maintains electronic repair and maintenance records; monitors and trains staff on use of the electronic maintenance management system.
9. Plans, organizes, and supervises turf, landscape and hardscape maintenance operations, including grinding of concrete, as needed; assigns and tracks work orders; inspects grounds for safety issues and needed maintenance; oversees scheduling for routine maintenance, spraying, fertilizing, pruning and new planting of grounds.
10. Coordinates furniture and equipment moves with department managers; oversees contractors performing specialized cleaning; develops and maintains pesticide, weed abatement and brush clearance programs; plans and coordinates major chemical spray programs and routine spray schedules; oversees determination of types and amounts of chemicals to apply and areas to be sprayed; oversees sanitizing of respiratory protective equipment and maintenance of related records; controls inventory and distribution of pesticides.
11. Acts as Integrated Pest Management Coordinator under the Healthy Schools Act; prepares Integrated Pest Management Plan and completes required posting, recordkeeping, and reporting.
12. Provides advanced technical assistance to staff and performs work requiring advanced technical skill relating to custodial and grounds work; researches, evaluates and integrates new work practices, technology and systems to enhance productivity; trains staff in work methods and use of tools and equipment; inspects and evaluates work being performed; identifies problem areas and directs remedial action.
13. Orders and maintains inventories of cleaning and grounds materials and supplies; maintains and evaluates custodial and grounds equipment and replaces equipment as needed; oversees sanitizing of respiratory protective equipment.
14. Ensures strict safety policies and safe work procedures; may assist as a first responder in the event of incidents; ensures department safety equipment is in sound working condition and that department employees have participated in safety training, as needed, and required.
15. Directs and coordinates the college-wide receiving, sorting, logging in, processing and distribution of incoming U.S. mail, signature and certified mail; oversees the receipt and sending of parcels and deliveries from FedEx, UPS and other third-party carriers; oversees the postal

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budget and ensures departments are properly invoiced for postage use.

16. Plans, manages and oversees the operation of the college warehouse and mail center; oversees the shipping of small packages and large freight; oversees the receipt, storage and distribution of college supplies, furniture and equipment; identifies and plans for inventory storage, distribution and disposal needs and space availability; oversees the archiving and destruction of files.
17. Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the District.

OTHER DUTIES

1. Operates a variety of machinery and equipment including a forklift, boom lift and scissor lift, among various related grounds equipment, when needed to accomplish assigned tasks.
2. May participate in the bidding process for services, supplies and equipment.
3. May function and perform the duties of the Recycled Water Site Supervisor, as required, for sites that include a recycled water system.
4. Performs related duties as assigned.

Employment Standards / Minimum Qualifications

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. District organization, functions, rules, policies and procedures applicable to assigned areas of responsibility.
2. Methods, practices, techniques, terminology, tools and equipment used in comprehensive facilities cleaning and grounds maintenance; landscaping practices of soil, turf, plants, shrubs, and trees; principles and methods of cleaning of buildings and grounds maintenance.
3. District policy, procedures and practices regarding public-area maintenance and safety.
4. Facilities or landscape inspection methods and procedures.
5. Operation of hand and power tools and equipment used in maintaining large, landscaped areas, sports fields, campus grounds, janitorial services, and minor repairs of lighting and plumbing

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fixtures.

6. Department cleaning methods and standards and the selection of optimal cleaning products and supplies.
7. Principles and practices irrigation, horticulture and planting.
8. Irrigation systems, including design, hydraulics, operation and water usage.
9. Safety and environmental regulations, laws and practices governing landscape activities and related potential employee, public and environmental impacts and their mitigation.
10. Methods and materials used in controlling pests, insects and weeds.
11. Applicable federal, state and local laws, rules and regulations, including Healthy Schools Act, Department of Pesticide Regulation and OSHA rules and regulations.
12. Principles and practices of sound business communication including proper English usage, grammar, spelling and punctuation.
13. Principles and practices of public administration and District policies of budgeting, purchasing and maintaining public records.
14. Basic research methods and analysis techniques.
15. Principles and practices of effective management and supervision.
16. Safety policies and safe work practices applicable to the work being performed.
17. Personnel Commission Rules, Board Policies, Administrative Regulations, Human Resources procedures and collective bargaining agreements.

Skills and Abilities to:

1. Plan, organize, manage, assign, delegate, review and evaluate the work of grounds, custodial and utility worker personnel.
2. Plan, schedule and oversee the maintenance of all landscapes including all plant materials, sports fields, hardscapes, and undeveloped areas.
3. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
4. Organize, set priorities and exercise sound, independent judgment within areas of responsibility.
5. Develop and implement appropriate procedures and controls.
6. Understand, interpret, explain and apply applicable laws, codes and ordinances.
7. Represent the College and District effectively in dealings with vendors, contractors, students and the public.
8. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
9. Make presentations and present proposals and recommendations clearly, logically and persuasively to diverse audiences.

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10. Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
11. Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
12. Communicate effectively, both orally and in writing.
13. Understand and follow written and oral instructions.
14. Operate a computer and use standard business software.
15. Operate a motor vehicle and an electric cart to pick up/deliver supplies to various locations on or off campus; travel to a variety of locations on and off campus, as needed.
16. Develop and maintain an inclusive work environment that fosters diversity, respect and engagement.
17. Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION AND EXPERIENCE

Completion of two years of college coursework and five years of journey-level experience in one or more fields of custodial, warehousing, or grounds, including two years in a supervisory or lead capacity; or an equivalent combination of training and experience.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program in some assignments.

Forklift certification is required within three months of hire or appointment to the position.

A valid California Department of Pesticide Regulation Qualified Applicator License within one (1) year.

Aerial work platform and powered industrial truck operator certificates within six (6) months.

Annual completion of Healthy Schools Act training.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations

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may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to climb or balance and stoop, kneel, crouch or crawl. The employee is frequently required to lift, push, pull, or carry objects up to 75 pounds unaided or 100 pounds with assistance. The employee may also perform heavy physical labor with constant standing and/or walking for extended periods; walking over rough or uneven surfaces; repetitive use of upper extremities on a regular basis; manual dexterity to safely operate motorized equipment and vehicles.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work with interruptions; work under intensive deadlines; use basic math and mathematical reasoning; work under deadlines with interruptions; and interact with others encountered in the course of work including District managers, employees, contractors, vendors and dissatisfied/abusive individuals.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in an indoor and outdoor environment with exposure to inclement weather. The employee may work while wearing personal protection gear. The employee may be exposed to fumes from commercial cleaning products, pesticides and/or herbicides; loud or prolonged noise from cleaning and grounds equipment; toxic or caustic chemicals and/or biological hazards.

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes. This is a classified management position exempt from overtime provisions of

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the Fair Labor Standards Act (FLSA).

Assessment Process

APPLICATION SUBMISSION

To move forward in the selection process, you must complete an online application through our website at <http://www.schooljobs.com/careers/scccd>. Please attach to your application a copy of your transcripts (including when degree was awarded) or your application may be considered incomplete. Resumes may also be uploaded but cannot be used in lieu of a completed application.

ONCE YOU HAVE SUBMITTED YOUR APPLICATION YOU WILL NOT BE ABLE TO MAKE REVISIONS TO YOUR APPLICATION MATERIALS.

When completing the application, please make sure you include ALL current and previous employment in the Work Experience section of the application and complete ALL fields, including the name and contact information for your supervisors. Experience that is included in the resume but not in the Work Experience section of the application may not be considered for the purpose of determining whether you meet the minimum qualifications.

All required documents must be submitted by the applicant. Personnel Commission staff will not upload your documents for you. The State Center Community College District does not accept letters of recommendation for classified positions. Please do not attempt to attach letters of recommendation to your application.

APPLICATION REVIEW AND ASSESSMENTS

The application review process includes an evaluation of training and experience based on given application information and answers to supplemental questionnaire. Only the most qualified applicants, who pass the minimum qualifications review, will be invited to the assessment process.

The assessment process will include a competency assessment (30% weight) and an oral interview assessment (70% weight). Passing score is 75% out of 100% on each assessment section.

TESTING TENTATIVELY SCHEDULED AS FOLLOWS:COMPETENCY ASSESSMENT: MARCH 06, 2025ORAL INTERVIEW ASSESSMENT:MARCH 06, 2025

The assessment process / assessment dates are subject to change as needs dictate. All communication regarding this process will be delivered via email to the address listed on your

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application.

ELIGIBILITY LIST

Candidates who attain a passing score on each part of the assessment will be placed in rank order on a Districtwide Open-Competitive List. Using the same process, a separate Districtwide Promotional List will be established and both Lists will be used concurrently. Unless otherwise indicated, the eligibility list will be used to fill current vacancies in this classification Districtwide for at least six months.

THE CURRENT VACANCY IS AT FRESNO CITY COLLEGE.

PASSING THE ASSESSMENTS AND BEING PLACED ON THE ELIGIBILITY LIST DO NOT GUARANTEE AN OFFER OF EMPLOYMENT.

ACCOMMODATIONS

Individuals with disabilities requiring reasonable accommodation in the selection process must inform the State Center Community College District Personnel Commission Department in writing no later than the filing date stated on the announcement. Those applicants needing such accommodations should document this request including an explanation as to the type and extent of accommodation needed to participate in the selection process.

SCCCD is an equal opportunity employer committed to fostering innovation and inclusivity. We respond proactively to the diverse needs of the community and welcome individuals excited to join our District's purpose to support student success both locally and globally. United, we the faculty, classified professionals and administrators pledge to treat all applicants and employees fairly and equitably.

To apply, visit <https://www.schooljobs.com/careers/scccd/jobs/4792277/grounds-and-custodial-manager>

Contact Information



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Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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