

**FT Lead Groundskeeper  
Cerritos College**

Direct Link: <https://www.AcademicKeys.com/r?job=258035>

Downloaded On: Jun. 9, 2025 4:44pm

Posted Jun. 9, 2025, set to expire Jun. 30, 2025

**Job Title** FT Lead Groundskeeper  
**Department** Staff  
**Institution** Cerritos College  
Norwalk, California

**Date Posted** Jun. 9, 2025

**Application Deadline** 07/03/2025

**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Other

**Apply Online Here** <https://apptrkr.com/6284171>

**Apply By Email**

**Job Description**

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**FT Lead Groundskeeper**

**Salary:** \$67,529.28 Annually

**Job Type:** Full Time

**Job Number:** Lead Groundskeeper-25

**Closing:** 7/3/2025 11:59 PM Pacific

**Location:** Norwalk, CA

**Department:** Lead Groundskeeper-25

**Division:** Facilities

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### Description

#### Equity and Diversity

The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all segments of qualified people.

#### Closing Date

This position will close on July 3, 2025 at 11:59 PM (or when 150 applications are received, whichever occurs sooner).

#### College Profile

Cerritos College is ranked 14th among the top 100 schools with the highest Hispanic enrollment in the United States by the United States Department of Education. Cerritos College serves as a comprehensive community college for southeastern Los Angeles County. Communities within the college's district include Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs and South Gate. Cerritos College offers degrees and certificates in more than 180 areas of study in nine divisions. Enrollment currently averages 20,000 students. Visit Cerritos College online at <http://www.cerritos.edu>

#### Department Profile

The Facilities department is dedicated to the maintenance of the campus's physical environment. As the stewards of the buildings and grounds on our campus, Facilities is the single point of contact for all service and maintenance requests. Dedicated to providing superior service to our clients (students, faculty, staff, and the neighboring community), Our staff evaluates and prioritizes customer service requests and works to ensure the highest standards of care and concern for the campus.

#### Summary

Plans, prioritizes, assigns, reviews, and participates with a team of Groundskeepers in providing grounds, sports field, and landscape maintenance. Performs work requiring the highest skill level such as, but not limited to, equipment operation for major projects, turf management, and irrigation.

#### Distinguishing Career Features

The Lead Groundskeeper is a senior, partial leadership position. The Lead Groundskeeper requires competency in equipment operation, irrigation, and project leadership.

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### **Job Duties**

#### **Essential Duties and Responsibilities**

- Coordinates, prioritizes, and assigns Groundskeepers. Participates in and reviews the work progress and results of grounds and landscape maintenance services.
- Accesses, retrieves, and assigns work orders using the automated work order system.
- Provides and/or coordinates training of grounds workers to improve their skills and work performance.
- Establishes schedules and methods for providing grounds and landscape maintenance services within the limitations of available staffing and equipment and in compliance with established health and safety regulations.
- Participates in and administers grounds and landscape maintenance project planning. Prepares drawings and other diagrams for grounds and landscape projects such as beautification and athletic fields. Estimates project cost, including labor hours and materials. Monitors expenditures and timely completion of assigned duties.
- Monitors the preventive and regular maintenance of assigned equipment. Requisitions supplies and equipment. Recommends acquisition of new equipment or disposal of existing equipment.
- Coordinates a small team to take on district maintenance projects, including but not limited to, moving materials and equipment, repairing fences, roofs and asphalt, mixing and pouring concrete, and installing play and athletic field equipment.
- Ensures that outdoor courts, tracks, and fields are ready for intercollegiate and recreational events.
- Operates a backhoe and other excavating/landscaping equipment requiring similar training.
- Coordinates, reviews, maintains, and ascertains the Material Safety Data Sheets (MSDS) for the Maintenance department, including the master campus logs.
- Installs, repairs, and replaces landscape irrigation systems following, interpreting, and modifying blueprints, designs, or sketches.
- Installs, adjusts, maintains and repairs electronic timers. Installs, inspects and performs repairs to electronic and hydraulic valves and controllers.
- Replaces and repairs a wide variety of sprinkler heads and lines by removing, disassembling and replacing worn or broken parts.
- Drains, flushes, cleans, and repairs water storage reservoirs and irrigation boxes from water sources on a periodic basis. Performs maintenance on fire hydrants. Assists with installation of new water lines.
- Applies fertilizers, herbicides and pesticides to areas, as authorized. Places postings where pesticides are being applied. Disposes of product containers per instructions and applicable environmental regulations.

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- Ensures the safe and proper application of herbicides, pesticides and fertilizer.
- Prepares and maintains a variety of records and reports pertaining to work orders, work schedules, equipment repair, and supplies. Documents work activities, inspections, and unanticipated occurrences. Maintains master campus logs of MSD sheets.
- Raises and lowers flags according to protocol.
- Maintains currency in knowledge and skills related to the duties and responsibilities.
- Performs other related duties as assigned, including those of a Groundskeeper.

### **Minimum Qualifications**

The position requires a High School diploma or equivalent and 4 years of increasingly responsible grounds keeping experience performing in areas such as turf management, operation of excavating equipment, landscaping, horticulture, and irrigation. Post high school training in landscaping or related area may substitute for some experience.

### **Supplemental Information**

#### **Knowledge and Skills**

The position requires considerable knowledge of garden, landscape and grounds maintenance methods and techniques, including horticulture, turf maintenance, weed and pest control and irrigation systems. Requires a working knowledge of the rules, regulations or codes governing use of pesticides, fungicides and herbicides including safety considerations. Considerable skill in using hand and garden tools and operating light and medium duty equipment including those such as backhoes. Must have a working knowledge of maintenance and repair of grounds and landscaping equipment. Requires a thorough knowledge of sound safety practices for tools, equipment, materials and chemicals used in the line of work. Must have sufficient administrative and leadership, and communication skills to document work and work productively with others.

#### **Abilities**

Requires the ability to train, guide, and perform the same duties as other grounds workers engaged in skilled to unskilled tasks. Requires the ability to issue and follow written and oral instructions and complete records and reports. Must be able to develop and project department budget needs and oversee equipment and supply inventories. Must be able to plan, organize and prioritize work in order to meet maintenance and upkeep schedules. Must be able to understand, interpret and explain District and department policies and procedures. Requires the ability to maintain productive and cooperative working relationships with others.

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### **Physical Abilities**

Incumbent performs work outdoors and of an active nature, requiring sufficient cardiovascular fitness to carry out assignments. Requires the ability to stand for extended periods of time, walk up to 400 yards, and manipulate (lift, carry, move) light to heavy weights of up to 75 pounds on a regular basis. Requires the ability to push, pull, and guide materials over 75 pounds. Requires the ability to climb (e.g. ladders), stoop, kneel, and crouch on a regular basis. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate demanding grounds equipment and read instructions and safety information. Requires auditory ability to hear machinery sounds and alarms. Requires near and far visual acuity to read printed materials and observe stationary and moving objects. Requires speaking ability to carry on ordinary conversations. Requires the ability to work in extreme temperature conditions.

### **Licenses and Certificates**

Requires valid Driver's License. State of California Pesticide Applicators Certificate

### **Working Conditions**

Work is performed indoors and outdoors where significant health and safety considerations exist from physical labor and working with machinery.

### **Salary/Fringe Benefits**

Grade 34 on District Salary Schedule (\$5,627.44 /month).

Health and welfare benefits include District contribution for medical/dental/vision benefits and employee life insurance (\$50,000). (Cash in lieu option available on medical insurance.)

Participation in the Public Employee's Retirement System that is also integrated with Social Security.

### **Selection Procedure**

After the application closing date, a search committee will review and invite the most qualified applicants for an interview. As these are highly competitive positions, meeting the minimum requirements does not guarantee an interview. If you have questions or would like to follow-up regarding your application, please contact Human Resources at [HR@Cerritos.edu](mailto:HR@Cerritos.edu) as search committee members are unable to discuss specific recruitments.

### **Conditions of Employment** This is a full-time, 12-calendar month classified position.

Hours of employment are: Monday thru Friday 7:00 am to 3:30 pm.

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**Initial placement of employees on Classified Salary schedule is at Step 1. After six months of successful probationary employment, employee is placed at Step 2.**

Employment is to be effective as soon as possible following completion of the selection process.

Individual who is offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints, Federal Bureau of Investigation (no fee if obtained at Cerritos College Campus Police Station), produce an original social security card, and submit negative TB test results (must be within the past four years or within the last 60 days if not previously employed in a school district in California) before employment.

***Candidates must be able to provide proof of California residency prior to employment.***

Proof of eligibility to work in the United States and signing of loyalty oath per Government Codes 3100-3109.

**\*\*Please note - the District does not provide for immigration sponsorships such as H1B Visas.**

**Application Procedure**

Application materials must be submitted by the closing date. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at the time of application or at least 72 hours prior to the closing date or date of a scheduled interview.

It is the applicant's responsibility to provide copies of all transcript(s) verifying all educational degree(s) and/or coursework required for the position. Transcripts must be from regionally accredited institutions. A foreign transcript must be evaluated by a NACES certified agency. The website address is [www.naces.org](http://www.naces.org).

**Required Documents:**

1. Resume/CV
2. Copy of High School Diploma OR Unofficial Transcripts (Must show all coursework completed and the conferral date of the degree)

**Optional Documents:**

1. Cover Letter

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**To apply, visit <https://www.schooljobs.com/careers/cerritosedu/jobs/4898528/ft-lead-groundskeeper>**

*The District ensures that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, veteran status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. .*

**Contact Information**

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

**Contact**

Staff  
Cerritos College

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