

Grounds Specialist (IVC - Substitute)
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=262237>

Downloaded On: Sep. 9, 2025 11:46pm

Posted Sep. 9, 2025, set to expire Jan. 28, 2026

Job Title Grounds Specialist (IVC - Substitute)

Department

Institution South Orange County Community College District
Mission Viejo, California

Date Posted Sep. 9, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

Job Website <https://www.schooljobs.com/careers/socccd/jobs/5072484/grounds-specialist-ivc-substitute>

Apply By Email

Job Description

Application Instructions:

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.
- Include all relevant education, training, and/or experience on the application.

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- Do not include any personally identifiable, confidential, or otherwise unrequested information that does not pertain to job related factors (e.g., social security number, date of birth, pictures, etc.) on your application or attached documents.
- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on the job posting close date, will receive consideration.
- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific Time) on the job posting initial screening date, will receive priority consideration; however, typically the job posting will remain open, and continue to accept applications, until the position is filled.
- For job postings requiring professional references, include at least three (3) professional references from the following categories:
 1. Current department chair(s) (for faculty) or supervisor(s);
 2. Previous department chair(s) (for faculty) or supervisor(s) (from within the past five (5) years);
 3. Master's thesis or Doctoral Dissertation advisor or supervisor (for faculty);
 4. Colleague(s) or co-worker(s) who can address professional competency and skills relevant to the position; and/or
 5. Other professional references.

Please note, professional references are typically contacted when a candidate is selected for, or as a finalist for, a position.

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Description

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general supervision from higher level supervisory and/or management staff, performs a variety of specialized, semi-skilled, and skilled duties in the development, maintenance, and repair of landscaped areas, athletic fields, and related facilities and open spaces of a community college campus; installs and repairs, and maintains irrigation systems; operates and maintains a variety of hand and power tools and equipment; and performs a variety of general maintenance work relative to assigned area of responsibility.

May receive functional supervision, technical training and work direction from a higher-level groundskeeper.

DISTINGUISHING CHARACTERISTICS

Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the specialized nature of assigned duties. Incumbents perform the full range of duties assigned to positions in the Groundskeeper class and, in addition, have primary responsibility for performing specialized duties related to the installation, maintenance, and repair of irrigation systems. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

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Perform a variety of specialized, semi-skilled, and skilled duties in the development, maintenance, and repair of landscaped areas, athletic fields, and related facilities and open spaces of a community college campus.

Provide lead direction or complex assistance in the maintenance and repair of the irrigation system assuring the adherence to safety standards regarding reclaimed water; change and adjust heads; maintain controllers.

Provide lead direction in large irrigation system installation and maintenance projects; perform major main line installations and repairs; inspect main lines as necessary.

Participate in local water district and health department cross connection tests and irrigation inspections.

Participate in a variety of landscape maintenance duties including watering, mowing, weeding, trimming, edging, renovating and fertilizing lawns.

Participate in planting, watering and maintaining landscaped areas consisting of bushes, trees, flowers and shrubs; re-seed, plant and maintain new grass and plants; trim and prune bushes, trees and shrubs; stake trees as necessary.

Rake leaves and/or clear debris from walks, fields, courts, parking lots and other open areas using a blower; load, remove and dispose of trimmings and cuttings; empty trash receptacles and transport rubbish to the local landfill.

Safely apply herbicides, fungicides and pesticides according to established rules and procedures; maintain records of fertilizers and chemicals used.

Participate in preparing, maintaining and painting athletic fields for a variety of sporting events.

Operate a variety of heavy equipment and other maintenance equipment such as dump trucks, backhoes, front loaders, and power tools such as mowers, edgers and blowers; ensure adherence to established safety procedures.

Perform preventative maintenance to vehicles, equipment, and tools; make minor adjustments and repairs; report the need for major repairs and maintenance.

Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

Utilize proper safety precautions related to all work performed.

Perform related duties as required.

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QUALIFICATIONS

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The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a grounds maintenance program including irrigation systems.

Local water district standards and state regulations applicable to the use of reclaimed water.

Installation, maintenance and repair of water systems.

Methods, techniques, tools, and materials used in the installation, troubleshooting, maintenance and repair of landscaped irrigation systems.

Methods, tools, materials and equipment used in comprehensive grounds maintenance program.

Methods and techniques of mowing, edging, pruning and trimming a variety of lawns, shrubs and trees.

Operational characteristics of grounds maintenance equipment and tools used in the area of assignment.

Common insecticides, pesticides and herbicides and their application.

Occupational hazards and standard safety practices.

Basic sprinkler operation and maintenance.

Principles and practices of record keeping.

Pertinent federal, state, and local codes, laws, and regulations pertaining to the application of various insecticides, pesticides and herbicides.

Ability to:

Perform the more complex maintenance and repair work in the care and maintenance of campus grounds, including landscaped areas, athletic fields, lawns and related areas.

Perform skilled irrigation systems maintenance, installation and repair work.

Adhere to local water district and health department laws and guidelines involving reclaimed water usage.

Test and monitor potable and reclaimed water systems to ensure that no cross-contamination occurs.

Operate a variety of tools, equipment and vehicles used in grounds maintenance work.

Perform grounds maintenance work in accordance with established schedules and in preparation for special events.

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Care for and maintain plants, shrubs, flowers, turf and trees.
Safely and effectively apply fertilizers, pesticides and herbicides.
Apply NCAA Athletic Field rules and Measurements.
Perform heavy manual labor.
Understand and follow oral and written instructions.
Mix, pour and finish concrete as needed.
Apply insecticides and herbicides to assure insect and weed control when authorized.
Ensure adherence to safe work practices and procedures.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in general grounds maintenance and irrigation systems.

Experience:

Two years of grounds maintenance experience that includes irrigation system installation and maintenance related work.

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License or Certificate:

Possession of a valid California driver's license and proof of insurability.

Some positions in this class may be required to attend Pesticide Application Training, involving requirements, safety and training, and obtain certification.

Some positions in this class may be required to attend Forklift Training and obtain certification.

Some positions in this class may be required to attend Heavy and Power Equipment Training and obtain certification.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in an outdoor field environment; travel from site to site; exposure to potentially hazardous chemicals, noxious weeds and plants, dust, pollens, insect stings, noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain. Occasional exposure to risks controlled by safety precautions.

Physical: Primary functions require sufficient physical ability and mobility to work in a field environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment and vehicles; verbally

communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

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Supplemental Information

Work Schedule: **TBD** – Schedule and shift vary and are subject to change in accordance with the department's needs.

Hours per Week: Up to **25**

Employment Conditions and Information:

This is a short-term, temporary, hourly Non-Bargaining Unit (NBU) assignment, not to exceed 160 days and 960 hours per fiscal year (July 1st through June 30th). **Short-term, temporary NBU positions may only be used on an intermittent, seasonal, or project basis.** Education Code Section 88003 states "Short-term employee means any person who is employed to perform a service for the district, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis."

After successful completion of the onboarding requirements, an individual may be employed by the South Orange County Community College District (SOCCCD) as a short-term, temporary NBU employee. Employment will be on an "if and as needed" basis, as determined by the SOCCCD. The assignment may be shortened or extended at any time, due to departmental needs, with little to no notice. NBU employment is at-will, and either party may terminate this working relationship at any time. Neither party shall be required to provide any reason for the separation. NBU employees shall not have reemployment rights or recourse to petition to be reinstated.

NBU employees are limited to working in a single position for a single department and site

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(assignments are onsite only).

NBU employees are paid on a monthly basis. The payroll reporting period is from the 1st of the month to the last day of the month. NBU employees are paid on the 10th of the following month.

Example: For the following reporting period: January 1st through January 31st, the NBU employee will be paid on February 10th.

NBU employees who work more than 1000 hours per fiscal year are required to contribute to the California Public Employees Retirement System (CalPERS), through payroll deduction. The SOCCCD does not intend to employ NBU employees for more than 960 hours during any fiscal year.

Notice to all Candidates for Employment:

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. The South Orange County Community College District (SOCCCD) will not sponsor any visa applications.

Employees must reside in California while employed with the SOCCCD.

California Public Employees Retirement System and California State Teachers Retirement System:

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A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with the SOCCCD will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the SOCCCD to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

Disability Accommodations:

If you require special accommodations in the application and/or evaluation process, please notify Human Resources at least two (2) business days prior to the job posting close or initial screening date, by either calling (949) 582-4850 or sending an e-mail to hrrinfodesk@socccd.edu.

Attendance Requirement:

All SOCCCD employees are required to report to work on a regular and consistent basis, as scheduled, to assigned job.

Campus Crime and Safety Awareness:

Information regarding campus crime and safety awareness can be found at www.ivc.edu or www.saddleback.edu. Paper copies are available in the Human Resources office upon request.

Non-Discrimination Notice:

The SOCCCD provides access to its services, classes, and programs without regard to national

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origin, immigration status, religion, age, gender, gender identity, gender expression, race, ethnicity, color, medical condition, military and veteran status, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because they are 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.

California Fair Chance Act:

The SOCCCD will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You do not need to disclose your criminal history or participate in a background check until a conditional job offer is made to you. After making a conditional offer and running a background check, if the SOCCCD is concerned about a conviction that is directly related to the job, you will be given the chance to explain the circumstances surrounding the conviction, provide mitigating evidence, or challenge the accuracy of the background report.

Diversity, Equity, Inclusion and Equal Employment Opportunity:

The SOCCCD is looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community.

The SOCCCD is committed to ensuring that all students have the opportunity to succeed in their classes and as such, to eliminating institutional barriers that disproportionately impact students of color. Irvine Valley College and Saddleback College are deeply committed to fostering an inclusive environment where students, staff, and faculty from diverse backgrounds can thrive academically and professionally.

Irvine Valley College (IVC) serves approximately 21,584 students, reflecting a rich diversity: 41% Asian, 2% Black/African-American, 21% Hispanic/Latino, 8% Southwest Asian and North African,

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5% two or more races, and 21% White in Fall 2024.

Similarly, Saddleback College (SC) serves around 25,789 students, with demographics showing 12% Asian, 2% Black/African-American, 29% Hispanic/Latino, 5% two or more races, and 47% White in Fall 2024.

These numbers underscore the importance of our commitment to eliminating equity gaps across all student demographics through implementing dynamic, student-centered practices and policies. To support the academic and career success of our diverse student body, we seek a candidate who will actively contribute to our mission of inclusivity and support. The ideal candidate's values will align with SOCCCD's goals for Diversity, Equity, and Inclusion (DEI) and Equal Employment Opportunity (EEO).

THE SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER

Contact Information

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

Contact

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