



Grounds & Nursery Services Specialist 3

C00041

WHY WORK AT SPSCC?

South Puget Sound Community College employs full-time administrative/exempt professionals, professors, classified staff, part-time hourly staff and student employees who are invaluable in helping us meet our daily mission.

The college embraces the diversity of our changing community and strives to reflect that diversity in our staff, faculty and student body. We cultivate an inclusive environment on campus while ensuring respect for all. Candidates representing all aspects of diversity are encouraged to apply.

MISSION AND VISION

South Puget Sound Community College's mission is to support student success in postsecondary academic transfer and workforce education that responds to the needs of the South Sound region. South Puget Sound Community College supports student success and builds prosperity by collaborating with leaders in industry, education, and our community to offer innovative, accessible, and affordable learning experiences. We employ devoted people who mirror the diversity of our community and contribute to an inclusive, welcoming environment. By investing in the creativity of our staff and faculty, we construct clear and compelling pathways that lead our students to successful outcomes on their educational journeys. We are fiscally strong and our mindful use of technology embedded in purposeful instruction helps students persist and achieve their academic goals. Our graduating class reflects the community we

Position type:

Full-time Classified, 40 hours per week, overtime eligible permanent positions.

Salary:

\$2,425 - \$3,123/month; Range 33

Opens:

October 18, 2017

Closes:

November 29, 2017

Location:

[Main Campus; Olympia, WA](#)

South Puget Sound Community College seeks a highly enthusiastic, motivated and qualified individual for the position of Grounds & Nursery Services Specialist 3 in the Facilities Department.

The Grounds & Nursery Services Specialist 3 position serves in the Grounds Department, maintaining the grounds at both the Mottman and Lacey campuses, planning and preparing landscape projects, submitting requests for supplies, overseeing work by Corrections Crews, evaluating plant/tree needs.

Hours of work: Monday –Friday 6:00am-2:30pm

KEY RESPONSIBILITIES

Care and maintenance of college grounds (80%)

- Maintains grounds at the Mottman and Lacey campuses
- Diagnoses and treats plant/tree diseases and pests
- Plans and prepares landscaped areas; feeds, waters, prunes, etc.
- Installs, maintains and repairs sprinkler systems and equipment
- Prepares recommendations for improvements to grounds
- Maintains and replaces signage

Maintains Equipment and Supplies (10%)

- Maintains supplies and inventory
- Operates a variety of grounds equipment
- Oversees inventory, ensuring proper storage and handling
- Maintains the greenhouses, hoop house and surrounding area
- Participates in required safety training and departmental meetings

Other duties as assigned (10%)

- Assist in oversight of Department of Corrections crews and projects
- Uses computer and work order system for communication regarding projects/tasks

serve, and our students successfully transition from higher learning into the leaders and innovators of tomorrow.

SPSCC OFFERS

A generous benefit package including medical, dental, vision, life insurance, long-term disability, retirement, and optional deferred compensation programs. The position is eligible to participate in the Department of Retirement Systems (DRS) retirement plan. Employees have the option to participate in two tax-deferred retirement investment programs. For health benefit information go to Washington Health Care Authority

COMPENSATION

Your paycheck is just part of your total compensation package, with an employee benefits package worth about 30% of your salary.

VACATION AND SICK LEAVE

Annual leave includes vacation, 11 paid holidays, and 12 days of sick leave. Additional leave may fluctuate as a result of the WFSE union bargaining agreement

EQUAL OPPORTUNITY EMPLOYER

South Puget Sound Community College (SPSCC) is an equal opportunity/Affirmative Action employer and welcomes all qualified applicants. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientations and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities or any other legal protected status are encouraged to apply. SPSCC complies with the Americans with Disabilities Act. South Puget Sound Community College is a drug-free workplace. South Puget Sound Community College employs only U.S. citizens

MINIMUM QUALIFICATIONS

- High school graduation or equivalent AND two years of applicable education/experience.
- Valid Washington State driver's license.
- Experience in landscaping and grounds care.
- Strong commitment to customer service
- Ability to communicate clearly and effectively both verbally and written.
- Ability to exercise good judgment in evaluating situations, solving problems and making decisions.
- Ability to work well in a team environment.
- Ability to work under pressure.
- Experience working independently; ability to prioritize multiple tasks and accommodate interruptions is essential; strong aptitude for attention to detail.
- Basic knowledge of computers and software applications, specifically MS Office suite: Word, Outlook and Excel; Megamations
- Must be able to work in an environment that values a diverse group of students, faculty and staff.

SUPPLEMENTAL QUESTIONS

Your application and these questions will be used to evaluate your qualifications. You must complete these questions to be considered for the position. *Please answer the following questions on a separate sheet of paper. You may type or write your answers but they must be clear and legible.*

1. What interests you in this position and how do you think your prior experiences and interests prepare you for it?
2. Please describe how you will contribute to the diversity of this campus.

HOW TO APPLY

Interested candidates may apply by submitting the following items:

1. Completed SPSCC Employment Application
2. Letter of formal application that specifically addresses your ability to perform the responsibilities and competencies described in this announcement
3. Resume of all educational and professional experience that demonstrates how you meet the minimum and any preferred qualifications
4. Completed Supplemental Questions

Send application materials via one of the delivery methods below- email is preferred:

E-mail: jobline@spscc.edu Fax: (360) 596-5706

Mail: Human Resource Office
South Puget Sound Community College
2011 Mottman Road SW
Olympia, WA 98512

Applications received by the closing date may be used to fill similar vacancies which may occur over the next year

and aliens authorized to work in the United States. New employees must provide proof of identity and employment eligibility.

CONDITIONS OF EMPLOYMENT

This position is in a union bargaining unit. As a condition of employment, you must within 30 days after appointment (1) become a member of the Washington Federation of State Employees, or (2) pay a representation fee, or (3) pay a non-association fee. Nonpayment of such fee is grounds for dismissal. Any dispute between the employee and the employee organization as to the amount of the representation fee can be resolved only under the procedures provided by the employee organization, not the employer.

Physical Work Environment:

Ability to perform heavy manual labor and work outside in all types of weather. All employees will be required to wear protective gear and follow proper safety precautions. The noise level in the work environment is usually moderate.

This position requires physical work that includes lifting, moving, pushing and pulling. While performing the duties of this job, the employee is regularly, and often repetitively, required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl. Periodically required to lift and /or move up to 50 pounds. Must be able to walk and stand constantly and for extended periods. Must be able to follow instructions on work orders; and/or read

routine sentences,
instructions, regulations, or
procedures.