



CAREER OPPORTUNITY: GROUNDSKEEPER

Salary Range: \$49,345 | \$77,474

**APPLICATION SUBMISSION DEADLINE: September 30, 2024 or until filled
THE OXNARD HARBOR DISTRICT, WHICH OWNS THE PORT OF HUENEME, IS
SEEKING INTERESTED CANDIDATES TO FILL THE POSITION OF
GROUNDSKEEPER FOR THE PORT. ANY INDIVIDUAL WITH AN INTEREST IN
BEING CONSIDERED FOR THIS POSITION WILL NEED TO APPLY.**

APPLICATION SUBMISSION REQUIREMENTS:

- 1) **COVER LETTER**
- 2) **FULLY COMPLETED** Oxnard Harbor District Employment Application Form (*on Port's website*)
- 3) **RESUME** (with employment history and significant accomplishments)
- 4) **REFERENCES** (Submit two (2) Professional and two (2) Personal references)

HOW TO APPLY: Applications will be accepted via one (1) of the following two (2) methods;

- **BY EMAIL (attach all documents in a single combined PDF format in order as 1-4 above):**

**HR@portofh.org (Important: Email Subject Line to read exactly as follows ;)
HR-GROUNDSKEEPER**

OR.....

- **BY US. POSTAL SERVICE:**

**THE PORT OF HUENEME
GROUNDSKEEPER
Attn: #345 HR-RECRUITMENT
567 West Channel Islands Blvd.
Port Hueneme, CA 93041**

POSITION TITLE:	GROUNDSKEEPER
DEPARTMENT:	FACILITIES MAINTENANCE
BARGAINING UNIT:	SEIU LOCAL 721
POSITION SALARY RANGE:	\$49,345 \$77,474

POSITION DESCRIPTION

Under the general supervision of the Facilities Supervisor, the Groundskeeper performs a variety of work duties in the areas of maintaining the grounds and landscaping throughout the properties owned by the Port.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION:

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The Groundskeeper performs, but is not limited to, the following essential functions:

- 1) Trash pickup.
- 2) Weed abatement.
- 3) Broom sweeping and pressure washing sidewalks, parking lots, office fronts along bull rails and other areas as needed.
- 4) Debris pick up in water around sport docks and along banks and on site.
- 5) Magnet sweep roadways and parking lots using a magnet attached to the bumper of company vehicle.
- 6) Surface sweeping. Operating a street sweeper on Port owned property including parking lots, warehouses and terminals etc. as required and/or in preparation for events.
- 7) Irrigation system maintenance and operation.
- 8) Tree trimming and care, including removal and/or new plantings etc.
- 9) Trimming and care of all hedges and bushes.
- 10) Rakes leaves, loads, and unloads brush, branches, rubbish, and materials.
- 11) Pest and rodent control.
- 12) Perform backup custodial duties
- 13) Other related duties as may be assigned.

QUALIFICATIONS

1. Landscaping equipment upkeep.

2. Boom lift operation.
3. Knowledge on equipment use such as chain saws, hedge trimmers, leaf blowers, forklifts and other landscaping tools and equipment.
4. Knowledge of plants, turf, and trees.
5. Record keeping such as parts records, checklists, planting, and fertilizer schedules.
6. Tree and hedge trimming experience.
7. Knowledge of fertilizer and proper tree and hedge care.
8. Knowledge of proper tool and work safety requirements.
9. Keep hazmat information files.
10. Strong interpersonal communication skills that combine tact, patience, and courtesy.
11. Strong verbal and written communication skills.
12. Proficiency with personal computers.
13. Ability to reach overhead, above shoulders and horizontally and bend at the waist.
14. A groundskeeper should have the ability to follow verbal and written instructions.
15. Ability to lift, push or pull items up to of 50 lbs.

MINIMUM REQUIREMENTS

Education, Training and Experience:

High School Diploma or GED equivalent is required and at least 2 years' experience.

Licenses; Certificates:

A current, valid California Class C driver's license at time of appointment and maintained thereafter in order to operate District owned vehicles.

Any landscaping training, certifications in equipment use and any related licenses recommended.

Special Requirements:

Due to work duties near bodies of water, ability to swim.

Incumbent must be able to pass a background check in accordance with current Federal and State Maritime facilities requirements, i.e., must be able to successfully obtain a Transportation Workers Identification Card, (TWIC).