Grounds Maintenance Technician

Bellarmine College Preparatory, a Jesuit secondary school, has been educating young “men for and with others” in the tradition of St. Ignatius Loyola, founder of the Society of Jesus, since 1851.

The Grounds Maintenance Technician is responsible for the general maintenance and appearance of the grounds, gardens, parking lots and walkways of all school owned property. This includes regular trash removal and event setup and tear down.

He/she will work in a team environment to create and consistently maintain a pleasant and esthetically appealing outdoor environment that is beautiful, well-manicured, orderly, safe and well maintained for students, employees and visitors.

Bellarmine complies with the American with Disabilities Act (ADA) and considers reasonable accommodations that may be necessary to perform the essential functions of the job.

Responsibilities:

- On a regular basis, operate equipment and machinery to cut lawns, clean parking lots, walkways, and general maintenance of athletic field areas
- Maintain and care for all grass, plants, bushes and trees
- Trim tree limbs and clean flower beds
- Rake, mulch, and compost leaves and other organic debris
- Fertilize on a regular basis using environmentally friendly/organic materials
- Maintain irrigation system(s) to insure proper watering times, water coverage and minimize leaks and/or overspray
- Trash collection
- Provides general landscape or other maintenance tasks as required
- Other duties as may be assigned

Minimum Qualifications:

- High School Diploma or General Education Development (GED) certificate, and 5 years’ experience as a gardener or landscaper focusing on planting, trimming and maintaining grounds areas
- Knowledge of grounds maintenance activities and procedures, various gardening, trimming and cutting tools and equipment, maintenance and repair, safety standards and practices; proper methods of planting, cultivating, fertilizing, trimming and otherwise caring for common varieties of grass, plants, trees and shrubs
- Skilled in operating hand and electric tools; operating gas operated gardening, landscaping and construction equipment; plumbing performance
- Broad and in-depth knowledge of water irrigation systems, to include overall operation and repair
- Ability to communicate effectively and professionally
- Excellent oral and written communication proficiency using English
- Demonstrated acute attention to detail, outstanding follow-up skills and care to provide a beautiful and well-manicured campus on an ongoing basis

Preferred Qualifications:

- Bi-Lingual (Spanish) a plus
- Prior experience maintaining artificial athletic fields a plus
- Prior experience as a landscaper a plus
Physical Requirements:
- Frequent lifting/carrying 10-25 lbs., and 50-100 lbs. occasionally; visual acuity, speech, and hearing; subject to kneeling, crouching, crawling, climbing, walking, twisting, reaching, pushing, and balancing to perform the essential functions
- Operating power equipment, which includes but is not limited to, forklifts, tractors, trucks, mowers, blowers, tree pruning, and sweeping/vacuuming machines
- Working conditions are primarily outside with exposure to temperature variations; occasional exposure to insects, insect and animal bites, poisonous plants and hazardous chemicals

School Requirements:
- Satisfactory clearance of a TB test
- Satisfactory clearance of a background check, pursuant to a fingerprint scan
- In accordance with the Immigration Reform and Control Act of 1986, proof of eligibility to work legally in the United States and identity will be required after an offer of employment has been made. Sponsorship of a work visa or work visa extension not available.

Expected Hours of Work – Work hours typically are Monday through Friday, 6:00 am to 2:00 pm (may include evenings and/or weekends if necessary). This is not a telecommuting position.

General Information:
- Full-Time, Non-exempt
- Reports to Supervisor, Grounds Maintenance

To Apply Online: Please complete the Bellarmine Staff/Non-Faculty Application Form located under Employment Applications and this form along with a resume and cover letter to hr@bcp.org and indicate “Grounds Maintenance Technician” in the subject line of the email.

To Send By Mail: Bellarmine College Preparatory
Attn: Human Resources
960 West Hedding Street
San Jose, CA  95126

Pre-employment background screening is required for all positions.

Bellarmine College Preparatory is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, sex, pregnancy, childbirth, marital status, age, national origin, ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, veteran status, gender, gender identity, genetic information or any other category protected under federal or local law. *As a Catholic, Jesuit school, Bellarmine may preserve its state and federal protections as a religious institution and may grant more favorable consideration to Roman Catholic applicants.