



234A U.S. Army Juan C. Fejeran Street Barrigada, Guam 96913
Tel: 671-635-1409 Fax: 671-635-1444
Website: <http://www.catholicsocialservicesguam.org>
E-mail Address: css@guam.net

Announcement Number: 22-25

Who can apply: PUBLIC

**Open: APRIL 20, 2022
CLOSED: UNTIL FILLED**

Position Title	Program
Grounds Maintenance Worker (FT)	Support Services

CHARACTER OF THE JOB:

Responsible for the cultivation and care of the landscaping and grounds on and around CSS buildings and areas surrounding CSS. Plants flowers, mows, bush cut, pull weeds, repairs structures, and maintains outside of building.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. The following duties are listed both as trade specific and shared responsibilities.

Maintain and cares for lawns, hedges, trees, and shrubbery by cleaning, watering, fertilizing, and trimming, mowing, sweeping and raking; performs general gardening work.

Maintain and makes minor repairs on buildings, benches tables and other facilities located within Catholic Social Service property/area.

Operate bush cutter/lawn mower or hand and power tools and equipment used in the general maintenance and beautification of surrounding CSS property.

Perform routine maintenance duties.

Sweep walkway of debris.

Cut down tree limbs that are posing a danger.

Perform minor repair and maintenance procedures on equipment utilizing in grounds keeping.

Install lawn furniture.

Water plants and grass as needed and apply fertilizer.

May clean common areas, office and workshop areas, and parking lots by sweeping, mopping, washing and polishing.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Ability to perform grounds maintenance work on CSS property.

Ability to maintain and make minor repair on building, benches, tables, and other facilities within CSS property.

Ability to operate hand and power tools and equipment used in the general maintenance and beautification of CSS property.



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Ability to perform heavy manual work under unfavorable weather conditions.
Ability to carry 25 pounds.
Ability to apply safe work practices on the job.
Ability to work effectively with the public and employees.
Ability to read material safety data sheets (MSDS)
Ability to understand and follow oral instructions.

MINIMUM QUALIFICATIONS:

1. High School Diploma or equivalency.
2. Experience in building and grounds operations.
3. Six months of general maintenance work; or any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills. May claim and present certificate as available.

SPECIAL REQUIREMENTS:

- A. Driver's License
- B. Current Drug-Free Certification

REQUIRED DOCUMENTS: To validate credentials you may claim (e.g. High School Diploma, /College Transcript), a copy of a certified copy of the document(s) and resume must accompany the application. Failure to provide proof may result in a determination of not meeting required education and/or experience. If selected, you will be required to submit a recent Police, Traffic and Court Clearance and submit to and pass a drug test.

For more information, please contact Ms. Linda Del Rosario, Personnel Officer at 635-1412.

DIANA B. CALVO
Executive Director

Catholic Social Services does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability and genetic information, age, membership in an employee organization, or other non-merit factor.