



POSITION DESCRIPTION

GROUNDSKEEPER

Division: Facilities Management Reports to: Grounds Operations Manager

Classification: Staff Revised: October 5, 2020

Reporting to the Grounds Operations Manager, the Groundskeeper performs a wide range of skilled grounds keeping and maintenance, on University grounds. Assist as needed with other general building and grounds maintenance tasks.

RESPONSIBILITIES:

- Candidate must maintain grounds in summer: mow lawns; plant and water grass, flowers, shrubs, and trees;
- Prune trees and shrubs; remove weeds and brush by hand or using power equipment; spread bark mulch; and other duties as assigned.
- Applicant must know how to maintain grounds in winter: remove snow and ice from parking lots and sidewalks, using shovels, snow blowers and plows; salt and sand; keep fire lanes and hydrants clear.
- Ability to perform other seasonal grounds work: rake leaves, sweep sand, put protective coverings over shrubs, and maintain campus appearance.
- The candidate must be capable of picking up trash around buildings, dorms, and athletic fields.
- As a member of the facilities team, you may move furniture (relocate offices, set up furniture in dorms, etc.).
- Assist with basic construction tasks related to grounds maintenance (ditch digging, fence installation, etc.).
- Carry out other special work orders (deliveries, pick-ups, facility set-ups/teardowns for special events, etc.)
- Operate a wide variety of power tools and grounds maintenance equipment using health and safety procedures.
- The applicant must possess the ability to maintain tools and equipment used in grounds work.
- Keep storage areas clean and organized.
- Perform specialized grounds maintenance tasks, such as maintaining athletics fields, planning, and overseeing the maintenance of perennial flower beds.

SUPERVISION RECEIVED:

Moderate to direct supervision is received from the Grounds Supervisor and/or Grounds Operations Manager.

MINIMUM QUALIFICATIONS:

- The successful candidate must possess a high school education plus one to two years' relevant experience, or a combination of education and experience from which comparable knowledge and skills are acquired.
- Good skills in operating hand tools and power equipment used in grounds work.
- Ability to work outside in all weather.
- Physical ability to do all primary job duties, must be able to lift up to 50 lbs.
- Valid driver's license: including acceptable driving record to operate university vehicles.
- Utilize Computerized Maintenance Management System (CMMS), SchoolDude, to enter in work orders, track progress, communicate with customers, and close out orders once complete.

PREFERRED QUALIFICATIONS:

- Experience with a Computerized Maintenance Management System, especially SchoolDude, preferred
- Experience with Microsoft Office Suite Products (Word, Excel, Outlook, etc.)
- Good base of basic knowledge and skills related to the care and maintenance of lawns, flowers, trees, and shrubs.

KNOWLEDGE, SKILLS AND ABILITIES:

- Must be highly motivated and a self-starter with the ability to work independently.
- Ability to communicate effectively in writing and verbally with peers, management, contractors and vendors.
- Demonstrated Ability to multitask and prioritize many different projects and workload.
- Flexibility and adaptability in an emerging and changing environment.
- Ability to maintain confidentiality and manage confidential information.
- Computer skills and proficiency with a variety of computer applications including word-processing, and reporting platforms, as well as online calendaring and email.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

This position requires the ability to occasionally lift office products and supplies, up to 50 pounds.