

POSITION DESCRIPTION

JOB TITLE: GROUNDSKEEPER / MAINTENANCE MECHANIC

DEPARTMENT: PHYSICAL PLANT

DIVISION: FINANCE

RANGE: \$36,637 to \$45,227

HOURS PER WEEK: 40

FLSA:

IMMEDIATE SUPERVISOR: MAINTENANCE MECHANIC SUPERVISOR

SCHEDULE DETAILS: CLASSIFIED STAFF

DATE OF LATEST REVIEW/REVISIONS: April 2024

Position Summary

Provide grounds-keeping services to college campus, maintaining grass, trees, shrubs, and landscaped areas in a neat and pleasing condition. Responsibilities include but are not limited to the "Major Functions" listed below.

Essential Job Duties

- Mow grass, trim and edge in all areas needed.
- Plant trees, shrubs and flowers as needed to beautify campus, in consultation with supervisor and other college personnel.
- Perform and oversee other landscaping projects as needed.
- Maintain grounds equipment
- Adhere to and enforce safety equipment policies and use of safety equipment (goggles, sound suppressors, gloves, etc.)
- Train student workers on proper use of equipment, chemicals, etc.
- Use pesticides and herbicides in a safe and lawful manner.
- Perform general maintenance and upkeep on all college facilities/equipment.
- Perform general remodeling/repair tasks.
- Physically able to run appropriate equipment, climb ladders, and lift a minimum of 50 pounds.
- Maintain courteous and cooperative relations with all other units and personnel of the college.
- Perform other related duties as may be assigned by the Director of Physical Plant

Required Knowledge, Skills & Abilities

- Experience in grounds keeping and maintenance required.
- Working knowledge of mowers and mowing equipment and ability to perform preventive maintenance.
- Knowledge of fertilizers, herbicides and pesticides.
- Knowledge of plants, planting and plant care – including pruning, trimming, planting and seeding times.
- Ability to perform and oversee landscaping projects.
- Awareness of personnel and equipment safety.
- Ability to recognize and assign projects to student workers with good, efficient utilization of personnel.
- Able to work cooperatively and communicate with college employees, students, and the general public.

Positions Supervised

- Student workers as needed.

Working Environment

- Mostly outdoor activity with exposure to noise, dust and weather conditions.
- Normal college working hours, but adjustment of hours will be required from time to time. Must be willing to work overtime and irregular hours when needed.
- A neat appearance is required and appropriate apparel must be worn.
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- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical

- Access information via the Crowder College computer network.
- Physically able to run grounds equipment, including ability to walk long distances while using a trimmer, and lift a minimum of 50 pounds.
- Ability to stoop, bend, and stretch frequently.
- While performing the duties of this job, the employee is required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk and/or hear.
- The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language/Communication Skills

- Ability to read and understand the English language.
- Ability to communicate effectively with a variety of people, including staff, students and the general public.
- Ability to understand oral or written instructions, and to ask appropriate questions for clarification.

***CROWDER COLLEGE RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS POSITION DESCRIPTION IN ANY WAY THE INSTITUTION DESIRES. THIS POSITION DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL JOB DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. *THIS POSITION DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT-WILL."* THE AFOREMENTIONED JOB REQUIREMENTS ARE SUBJECT TO CHANGE TO REASONABLY ACCOMMODATE QUALIFIED INDIVIDUALS WITH A DISABILITY.