



Job Title: Summer Grounds Staff

Position Title: Summer Grounds Staff	Reports to: Grounds Supervisor
Job Category: Service worker/support staff	FLSA: Hourly, non-exempt
FTE: Seasonal position	Current Date: February 2023

- **General Summary:** The seasonal grounds crew members carry out the day-to-day and seasonal grounds, landscaping, and athletic facility needs to ensure the USM campus is in a state of operational excellence and optimum service levels are met.

Essential Duties and Responsibilities:

- Perform routine and seasonal grounds keeping duties including landscaping and care of vegetation.
- Maintain all playing fields, cut grass, and prune.
- Operate large and small equipment in a safe and effective manner to carry out duties.
- Provide support for other departmental and School-wide projects as needed.
- Comply with all School policies and procedures.
- Assume other duties as assigned.

Knowledge, Skills and Abilities:

- Ability to follow directions and learn new tasks
- Reliable
- Friendly and customer-service driven
- Mechanical aptitude
- Ability to work collaboratively with others and maintain positive professional relationships by using tact and diplomacy
- Detail-oriented
- Flexible
- Ability to lift up to 50 lbs.
- Ability to be on feet standing and walking through an entire shift

Education and Experience:

- **High School Diploma or G.E.D.**
- **Current WI Driver's License**
- **Some landscaping experience preferred**
- **Proven track record in dealing with demanding clientele**
- **Experience in a school environment or other non-profit environment preferred, but not required**

Working Conditions: Outdoor seasonal working conditions (extreme heat, cold, rain, snow, etc.)

Drug Free Workplace:

Physical Requirements:	Percentage of Work Time Spent on Activity			
	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read computer screen and various reports. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and ability to adjust focus.				X
Hearing: Must be able to hear well enough to communicate with students, employees, and others.				X
Standing/walking/sitting				X
Climbing/Stooping/kneeling/balancing.				X
Lifting/pulling/pushing up to 5-50 lbs. (i.e. boxes of books and mobile computer carts, etc.)				X
Manual dexterity to operate computer and office equipment.				X
Bending at the neck and waist.				X
Communication: Ability to talk, hear, and express and understand ideas and thoughts. Able to meet multiple demands from several people and interact with public and staff.				X



The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment at University School of School of Milwaukee pursuant to the Substance Abuse/Drug Free Workplace policy.

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding the position and additional rules may be assigned.