



## JOB DESCRIPTION

**Title:** Seasonal Groundskeeper

**FLSA Status:** \_\_\_Exempt X Non-Exempt

\_\_\_Non-Exempt - Part-time

### **Job Summary:**

From April until November of each year, performs a variety of activities to maintain, upgrade, beautify, and ensure safe environment in outside areas of the school, including grounds, driveways, parking lots, fountains, gardens, entranceways, and building facades

### **Specific Responsibilities:**

- Mow and edge lawns
- Prune or trim trees, shrubs, or hedges
- Care for lawns by mulching, aerating, weeding, grubbing, removing thatch, trimming, or edging around flower beds, sidewalks, or walls
- Mix and spray or spread fertilizers, herbicides, or insecticides onto grass, shrubs, or trees, using hand or automatic sprayers or spreaders
- Gather and remove litter and debris, such as branches and leaves, from lawns and exterior areas
- Routinely inspect, and provide upkeep of playing fields, report major concerns to Grounds Supervisor, Director of Facilities Services, or Athletic Director
- Routinely inspect and provide upkeep of sidewalks, driveways, parking lots, fountains, planters, or other grounds features
- Maintain or repair tools, equipment, or outside structures, such as fences or benches
- Remove snow and ice from sidewalks, driveways, or parking lots and spread salt or solution to melt ice or snow in those areas
- Operate vehicles and power equipment, such as mowers, tractors, snow plows, snow blowers, and chain saws

- Use hand tools, such as shovels, rakes, pruning saws, hedge or bush trimmers, edgers, or axes
- Assist with set-up and maintenance in preparation for campus events and ensure the appropriate appearance of grounds and playing fields for campus events. If available, may be called in to assist with pre-event preparation and post-event clean-up in non-seasonal months.
- Assist Maintenance and Custodial as needed
- Other responsibilities as assigned

### **Supervision Exercised**

None

### **Supervision Received (title of supervisor):**

Grounds Supervisor, Director of Facilities Services

### **Minimum Qualifications:**

High School Diploma or equivalent

At least one year of experience in grounds maintenance or repair, or work requiring similar skills

### **Additional Preferred Qualifications:**

CDL License

Heavy equipment operator training or certification

### **Physical Requirements:**

Must be able to spend up to 8 hours standing, sitting, bending, twisting, or turning, using arms or hands to reach, handle, and manipulate objects or equipment

Must be able to climb up and down ladders, scaffolds, and other climbing devices

Must be able to lift items weighing up to 50 pounds

**Unusual or Disagreeable Working Conditions:**

May have to work in extreme heat or cold, dirty, wet, snowy, icy, or hazardous conditions