Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives of the Position:
• Special Services and Shuttle Services personnel are trained, supervised, and motivated to achieve peak productivity and performance
• Policies, objectives and short-and long-range plans are developed, implemented and maintained as well as projects and programs to assist in the accomplishment of established goals
• Adherence to established college and departmental policies and procedures, objectives and safety standards is ensured

Essential Duties and Responsibilities:
• Oversees the daily operations of the Special Services department and the College shuttle service, ensuring compliance with the college, state, and federal laws, policies, and regulations
• Delegates tasks to the Special Services Supervisor and the Special Services Crew Leader to be completed on weekends
• Manages the campus shuttle service which includes creating and posting shuttle schedules, problem resolution and coordinating driver’s schedules
• Oversees the completion and documentation of Special Services work orders by staff; guides and assists staff as necessary with complex tasks, and performs inspections of work as appropriate
• Supervises and assists with the maintenance of the grounds on north campus
• Directs and helps with the set up of special events and College functions
• Compiles time sheets for the Special Services crew, shuttle drivers, and work-study students
• Trains new and existing employees and work-study students as needed
• Establishes and maintains positive, cooperative working relationships with crew members and the campus community
• Conducts annual performance evaluations for the Special Services and Shuttle Services employees
• Performs disciplinary functions such as verbal warnings and written warnings, and assists in dismissal of employees
• Conducts or assists in job interviews for Grounds, Special Services and Transportation employees
• Ensures adequate stocks and serviceability of necessary dorm room furniture and equipment; purchases materials, supplies, and/or furniture as appropriate
• Looks after and organizes storage areas in various buildings throughout campus
• Monitors, maintains or replaces tools and equipment for moving furniture, etc.
• Attends weekly meetings of Facilities supervisors and Special Events directors
• Acts in the absence of the Director of Grounds to fulfill the functions of that position as needed
• Uses good communication and organizational skills when dealing with participants of campus community
• Carries out the functions of this position as approximately 40% management and 60% hands on

Secondary Responsibilities:
• Assists with the cleaning, repairing, refinishing, and painting/staining of park benches, picnic tables, special event tables, and other related equipment and furniture as assigned
• Helps with the collection, removal, and disposal of computer equipment, video equipment, recyclable metals, and other related equipment as necessary
• Assists with the removal of carpet and other related used or discarded building materials as needed
Saint Michael’s College
Job Description
Job Title: Assistant Director of Grounds and Special Services

- Oversees the capture, removal, and relocation of wild animals throughout buildings on campus
- Occasionally drives the campus shuttle van
- Supports other trades in the Facilities department as needed

**Positions Supervised:**
- Special Services crew (4)
- Bus drivers (4)

**Position’s Major Contacts:**
- Supervisors/department heads
- Special Events
- Academic Affairs
- Student Life
- Security
- Faculty/Staff
- Students
- Outside vendors and suppliers

**Demonstrates Excellence in this Position:**
- Has a thorough understanding of the issues related to the Facilities department, special events, student life and generally the manner in which the College functions
- Is understanding, patient, and caring with all contacts across campus
- Organizes and multi-tasks job responsibilities and priorities well to accomplish the competing demands of this position
- Makes quick, consistent and firm decisions based on a variety of situations and factors
- Maintains an excellent safety record for all projects and staff being led
- Exhibits positive, enthusiastic leadership for staff, developing their skills and ability to problem solve independently
- Displays strong analytical problem solving skills and excellent communications skills

**Education and Work Experience Required:**
- High school diploma plus some post-secondary education, work experience, or specialized training
- Prior supervisory experience that is directly related to the duties and responsibilities specified

**Analytic Skills Required:**
- The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response.

**Language and Literacy Skills Required:**
- Reads and interprets documents such as operating instructions, procedure manuals, and college policies to guide own behavior. May need to spend substantial time on the telephone or in meetings to gather necessary information and plan projects. May need to respond to questions and solve problems for people using communications skills. Has the demonstrated ability to prepare or revise written reports or other documents.

**Computer/Technology Skills Required:**

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Other:
- Work Order system - intermediate
Licenses, Certifications and Other Requirements:
- Must meet driver’s eligibility requirements as stated in the Saint Michael's College Vehicle Use Policy

Physical Demands:
Work is often performed in a typical non-office environment requiring:
- Standing and/or walking for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Basic agility for lifting and maneuvering large amounts of weight
- Communication skills using the written and/or spoken word
- Vision sufficient to see objects within normal parameters, peripherally and at a distance
- A great deal of physical effort, often required to balance, stoop, kneel, crouch or crawl
- Some degree of exposure to physical risk

While performing the duties of Assistant Director of Grounds and Special Services, the employee is occasionally required to lift and/or move 51-100 pounds.

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. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:
- Availability to work irregular hours such as nights and weekends to work set-ups for large events and to be in charge of running snow removal operations every other weekend during the winter months
- Flexibility and ability to prioritize multiple task requirements and meet the departmental needs required to service the community
- Good written and verbal communication skills

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.