Saint Michael's College
Job Description

Job Title: Grounds Area Crew Leader

Department: Grounds

Supervisor or Manager: Associate Director of Grounds and Special Services

Date Created: 12/12/05       Last Revised: 12/12/05       FLSA Status: NE

Approved by (print name): ________________________    Signature: __________________________

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:
- Performs as a Lead Groundskeeper under supervision
- The College's landscaping and grounds are maintained for a safe and attractive college environment
- Grounds maintenance is inspected and work is scheduled
- The work of the Grounds staff is coordinated and directed
- Grounds personnel are available for off hours weekdays and weekends when snow or ice is forecasted and for other duties as required to meet the goals and the mission of the College
- A positive and cooperative working relationship with members of the department and campus community is established and maintained

Essential Duties and Responsibilities:
- Works as a Leader for the Grounds department
- Inspects work assignments of Grounds crew for quality control and compliance
- Assists Grounds Supervisor in proper training of new Groundskeepers
- Acts in the absence of the supervisor
- Assesses pest problems in assigned areas and reports them to supervisor
- Applies herbicides and insecticides as needed
- Examines and polices the College's grounds on a routine basis
- Maintains campus lawns by irrigating, mowing, edging, hand trimming, over seeding, and fertilizing
- Prepares areas for seed or sod, lays sod and sows seed
- Operates riding mowers, walk-behind mowers, lawn sweepers, and aerators as needed
- Cleans up litter and debris, empties trash containers, and collects rubbish
- Uses hand tools to remove snow and ice from stairs, walks, and ramps
- Operates spreaders, tractors, backhoe, and skid steer to remove snow and ice from walks, drives, and parking lots
- Maintains campus trees, shrubs and flower beds by planting, mulching, weeding, watering, and pruning
- Keeps up athletic fields using appropriate lawn care procedures, including striping of playing surfaces and game field preparation
- Makes minor sidewalk and parking lot repairs
- Rakes leaves and grass
- Moves furniture and carries out special work orders for facility set-ups
- Maintains Grounds equipment

Secondary Responsibilities:
- Drives campus shuttle as needed
- Performs miscellaneous job-related duties as assigned

Positions Supervised:
- Groundskeepers (5)
Position’s Major Contacts:

- All members of the Grounds Maintenance Department
- Other members of the College community, including students, around work sites
- Security
- Suppliers & subcontractors

Demonstrates Excellence in this Position:

- Works as a team leader with the ability to motivate the crew members for peak productivity
- Maintains an excellent safety record and meets the goals of the department on a consistent basis
- Uses College equipment carefully and respectfully
- Does all the “little things” to make SMC campus grounds special
- Effectively performs in a service environment
- Has ability to problem solve and prioritize work loads that best service the needs of the College

Education and Work Experience Required:

- High school diploma plus some post-secondary education, work experience, or specialized training
- 3-5 years experience in complex grounds keeping environment
- Knowledge of grounds keeping methods and ability to operate multiple grounds equipment is a must
- Supervisory experience preferred

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 understands basic instructions. Conversational skills including responding to supervisors and co-workers as needed to ask questions, provide information, seek direction and plan work. Some writing is required for position.

Computer/Technology Skills Required:

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Licenses, Certifications and Other Requirements:

- Must meet driver’s eligibility requirements as stated in the Saint Michael’s College Vehicle Use Policy
- Vermont Non-Commercial Pesticide Applicator Certificate-Categories A & B or ability to acquire within six months

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
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While performing the duties of Grounds Area Crew Leader, the employee may be required to lift and/or move 26-50 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 for snow removal during winter months, entailing irregular hours such as nights and weekends
- Ability to tolerate moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises
- Capacity to work flexible hours or overtime to meet other needs of the department
- Good communication, organizational and prioritizing 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.