Job Title: Groundskeeper

Department: Facilities, Grounds

Supervisor or Manager: Grounds Area Crew Leader

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

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:
- The College’s landscaping and grounds are maintained
- Grounds keeping tasks are maintained for a safe and attractive college environment
- 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

Essential Duties and Responsibilities:
- 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, lay sod and sow 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 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
- Assists in the removal of animals and rodents in and out of buildings

Secondary Responsibilities:
- Assists with training of new staff
- Drives campus shuttle as needed
- Performs miscellaneous job-related duties as assigned

Positions Supervised:
- None

Position’s Major Contacts:
- All members of the Grounds Maintenance Department
- Other members of the College community, including students, around work sites
- Security
- Special Events
Demonstrates Excellence in this Position:
- 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
- Works as a team player, is flexible and a self motivator

Education and Work Experience Required:
- High school diploma or equivalent
- Knowledge of and the ability to use different hand tools such as shovels, rakes, saws, pruners, weed-trimmers, hedge-trimmers, and push-mowers
- Knowledge of and the ability to operate tractors, skid-steer, riding lawn mowers, rototillers, sprayers, aerators, lawn sweepers, and pick-up trucks with plows and salt spreaders

Analytic Skills Required:
- Some analysis of cause-and-effect problems based on a standard approach learned through training, established policy, or the use of established procedures.

Language and Literacy Skills Required:
- Reads and/or understands basic instructions. Conversational skills including responding to supervisors and co-workers as needed to ask questions, provide information, seek direction and plan work. Little or no 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, plus Commercial Driver’s License for some positions
- Vermont Non-Commercial Pesticide Applicator Certificate-Categories A & B or ability to acquire within six months for some positions

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 Groundskeeper, the employee may be 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:**
- Grounds personnel must be available for snow removal during the winter months, entailing irregular hours such as nights and weekends
- Must be able to tolerate moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises
- Ability to perform SMC sponsored training courses

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.