

## Saint Michael's College Job Description

**Job Title:** Physical Services Supervisor (Grounds / Property Maintenance)

**Department:** Facilities – Physical Services      **Supervisor:** Director of Facilities

**Hourly Range:** \$27.88 - \$29.91      **Status:** Full-time/Regular Non-Exempt

**Date Created:** 10/01/2025

***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:**

- All operational and administrative aspects of the Physical Services department (grounds, mechanic, special services and receiving) are managed while maintaining a safe and respectful team environment
- Ensure all campus grounds are safe and attractive
- Policies, procedures, goals and standards are implemented, adhered to and developed

### **Essential Duties and Responsibilities:**

- Responsible for and oversees the grounds, mechanic, special services and receiving departments within Physical Services
- Responsible for and assists with the maintenance of the campus grounds throughout the spring, summer and fall by general landscaping procedures using light and heavy tools/equipment
- Responsible for and assists with the cleanup of campus grounds to include litter and debris. Empties trash, recycling, and compost containers throughout campus
- Responsible for and assists with the clearing and salting of campus walks, parking lots, stairs, and ramps throughout the winter by general snow/ice removal procedures using light and heavy tools/equipment
- Responsible for and assists with the maintenance of the athletic fields including game field preparation and line striping
- Responsible for managing the department's operational budget
- Determines cost and details of capital expenditure projects. Responsible for managing the project budget
- Plan and implement renovation/upgrade/repair projects with contractors
- Addresses and/or assigns daily work orders
- Review and submit contractor invoices for payment
- Review and approve bi-weekly timecard of department members
- Interviews, hires and on-boards new department members
- Represents the department at various meetings with constituents across campus
- Sees the value of cultural, ethnic, gender, and other individual differences in people. Helps to create an environment of learning about, valuing, encouraging, and supporting differences

### **Secondary Responsibilities:**

- Assist and/or assigns personnel to assist the special services team with event setups and their general tasks
- Assist other departments within Facilities as/when needed
- Responsible for and assists with cleaning, maintaining and organizing the shop
- Coordinate with the athletic department on their weekly/monthly needs

### **Positions Supervised:**

- Physical Services Members
- Seasonal temporary employees
- Student employees

**Major Contacts:**

- All members of the Facilities Department
- Members of the Athletic Department
- Other members of the college community, including Edmundites, faculty, staff and students
- Contractors and vendors
- Campus visitors

**Demonstrates Excellence:**

- Demonstrates effective leadership with an ability to assess and understand each situation individually and provide the appropriate feedback, helping to resolve issues constructively
- Genuinely listens to, communicates with, and motivates employees
- Demonstrates superior knowledge of craft as evidenced by quality of work and attention to detail
- Continues growth in position by mastering new job tasks as assigned
- Exhibits ease with and ability to work with a diverse community
- Displays flexibility with workload and schedules
- Is a team player, works well with all the campus community, external contractors, suppliers, and trades people as evidenced by positive feedback and results from collaboration

**Education and Work Experience:**

- High school diploma plus some post-secondary education, work experience, or specialized training
- 3-5 years of supervisory experience (of people and budgets) required
- 5-7 years of grounds experience required
- Working knowledge of grounds keeping equipment and methods required
- Knowledge of athletic game field preparation preferred
- Knowledge of tree, plant and flower species and care preferred
- Knowledge of vehicle and/or small engine servicing desired

**Licenses, Certifications and Other Requirements:**

- Must have a valid driver's license and meet the driver's eligibility requirements as stated in the Saint Michael's College Vehicle Use Policy
- State of Vermont Non-Commercial Pesticide Applicator Certification, Class A&B, preferred

**Analytic Skills:**

- 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:**

- 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:**

- Proficient with Microsoft Office products
- Working knowledge of web-based software
- Working knowledge of Adobe Acrobat

**Physical Demands:**

- Work is often performed in a typical non-office environment requiring:
- Standing and/or walking for extended periods of time

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- 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
- 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, 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:**

- May require use of personal vehicle at times
- Ability to tolerate a work environment involving exposure to potentially dangerous materials and situations that require following extensive safety precautions and may include the use of protective equipment; exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, tight working spaces, and/or loud noises
- Capacity for considerable physical activity/work, which is primary part of the job
- Knowledge of federal, state, and local codes specific to the trade
- Annual OSHA training to include but not limited to; HazCom, Lock Out/Tag Out, Confined spaces, Bloodborne pathogens
- Willingness to be trained to work from boom and scissor lifts as well as forklift

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