Saint Michael’s College
Job Description

Job Title: Special Services Crew Leader

Department: Facilities

Supervisor or Manager: Assistant Director of Grounds and Special Services

Date Created: 12/13/05 Last Revised: 12/13/05 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:
- The work of employees is supported and lead, including maintaining two-way radio communications contact, checking voice and e-mail messages for any special event changes, performing work orders as assigned and responding to Facilities emergencies that occur over the weekend
- Furniture, office equipment, and related items on and off campus are transported as needed
- Vehicles and mechanical equipment are operated as required to facilitate loading, unloading, and transport of materials
- Routine grounds maintenance is performed that may include watering, raking, mowing, weeding, planting, and trash/litter removal
- Furniture and related items for classroom and special events use is set up as instructed
- Routine interaction with all constituents in the campus community is conducted
- Emergencies that occur on the weekend are properly responded to
- The Assistant Director of Grounds and Special Services is backed up as needed

Essential Duties and Responsibilities:
- Directs and assists with the set-up of tables, chairs, risers, floor mats, podiums, flags, trash barrels, bleachers, and other related equipment and furniture required for special events
- Determines work loads/priorities and equipment needs to meet daily orders especially on weekend days
- Loads/unloads furniture and related materials on and off trucks, ensuring that appropriate padding and ropes are used to prevent damage
- Locates/relocates office equipment, dorm appliances, equipment and furniture
- Irrigates, mows, rakes, trims, fertilizes, and plants lawns
- Weeds flower beds and around shrubs and trees as directed
- Assists with the installation and removal of window mounted air conditioners
- Works flexible schedule to meet snow removal, special events set-up needs and other demands of this position

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 assigned
- Removes carpet and other related used or discarded building materials as needed
- Captures, removes, and relocates wild animals throughout buildings on campus
- Drives the campus shuttle van on occasion
- Performs miscellaneous job-related duties as assigned

Positions Supervised:
- Special Services Crew Members (1-3)

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Position’s Major Contacts:
• Special Services Crew
• Technical Trades
• Faculty and staff
• Special Events
• Shipping and Receiving
• Students
• Security department
• Athletic teams and special event participants

Demonstrates Excellence in this Position:
• Interacts well, on an interpersonal level, with students, faculty and/or staff in a team environment
• Fosters a cooperative work environment with a strong customer service orientation
• Understands and follows specific instructions and procedures with minimal supervision
• Communicates effectively, with basic instructional skills, to inspire a high level of productivity amongst staff
• Utilizes exceptional problem solving skills for moving equipment and setting up events

Education and Work Experience Required:
• High school diploma or equivalent
• 1-3 years supervisory experience
• Knowledge of moving grounds equipment, special event set-up methods, egress and occupancy codes
• Proven service ability when interacting with clients

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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<th>Software</th>
<th>Level</th>
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<tbody>
<tr>
<td>Microsoft Word</td>
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<tr>
<td>Microsoft Excel</td>
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<td>Other</td>
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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

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
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- 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 Special Services Crew Leader 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:**
- Ability to work a half weekend position that begins on Sunday and ends on Thursday to organize, instruct, and perform the duties required to complete special services and grounds tasks on Sundays
- Flexibility to accept when asked to lead during other parts of scheduled work week
- Availability to be on call for snow removal during the winter months, in addition to extra hours for setup needs
- Must be able to tolerate working in extreme weather conditions

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.