Job Title: Special Services Crew Member

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

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:
- 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

Essential Duties and Responsibilities:
- 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 removal and disposal of trash and debris on College grounds
- Removes snow/ice using power snow blowers, chemical ice melters, truck mounted plows, shovels and/or ice scrapers
- Assists in the installation and removal of window mounted air conditioners
- Works flexible schedule to meet snow removal and special events set-up needs

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:
- None

Position’s Major Contacts:
- Special Services crew
- Technical Trades
- Faculty/staff/students
- Special Events
- Shipping and Receiving
- 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 ability to follow basic instructions for independent completion of certain tasks
- 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 experience or related work experience
- Knowledge of moving equipment and special events set-up methods preferred

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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<thead>
<tr>
<th>Software</th>
<th>Level of Skill</th>
</tr>
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<tbody>
<tr>
<td>Microsoft Word</td>
<td>None</td>
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<tr>
<td>Microsoft Excel</td>
<td>None</td>
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<tr>
<td>Microsoft Publisher</td>
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<td>Microsoft Powerpoint</td>
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<td>Microsoft Outlook</td>
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<tr>
<td>Adobe Photoshop</td>
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<td>Adobe Acrobat</td>
<td>None</td>
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<td>Quark</td>
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<td>Datatel</td>
<td>None</td>
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<td>Internet Research</td>
<td>None</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
- 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 Member, 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.
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**Additional Requirements for the Job:**
- Ability to work a half weekend position which would either be from Tuesday to Saturday or Sunday to Thursday  
- 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.