

## Saint Michael's College Job Description

**Job Title:** Grounds Member

**Department:** Facilities - Physical Services

**Supervisor:** Physical Services Supervisor

**Date Created:** 06/12/2013

**Last Revised:** 06/04/2024

***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:**

- Ensure all campus grounds are safe and attractive
- Ability to work off hours/days when snow/ice is forecasted and for event set-ups

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

- Maintains campus grounds throughout the spring, summer and fall by general landscaping procedures using light and heavy tools/equipment
- Cleans up campus grounds to include litter and debris. Empties trash, recycling, and compost containers throughout campus
- Clears and salts campus walks, parking lots, stairs, and ramps throughout the winter using general snow/ice removal light and heavy equipment
- Maintains athletic fields using appropriate lawn care procedures including striping playing surfaces and game field preparation
- 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:**

- Assists with the moving and storage of all campus furniture, appliances and equipment
- Assists with the set-up and tear down of all special events
- Assists with the installation and removal of window mounted air conditioning units
- 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

### **Positions Supervised:**

- None

### **Major Contacts:**

- All members of the Facilities department
- Special Events department
- Public Safety to include officers and switchboard
- Other members of the college community, including Edmundites, faculty, staff, and students
- Campus visitors
- Suppliers and Contractors

### **Demonstrates Excellence:**

- 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:**

- High school diploma or equivalent
- 1-3 years experience or related work experience
- Knowledge of grounds keeping equipment and methods required
- Knowledge of heavy-duty grounds equipment desired
- Knowledge of moving equipment and methods desired
- Knowledge of minor vehicle servicing desired
- Tree, plant and flower species and care knowledge desired

**Analytic Skills:**

- 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:**

- 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:**

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

**Licenses, Certifications and Other Requirements:**

- Must have a valid driver's license and meet SMC vehicle use policy
- State of Vermont Non-Commercial Pesticide Applicator Certification desired

**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
- 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

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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