

Saint Michael's College
Job Description

Job Title: Physical Services Member (Grounds)

Department: Facilities - Physical Services

Supervisor: Physical Services Supervisor

Status: Regular Full-Time

Hourly Range: \$19-\$21

FSLA: Non-Exempt

Date Created: 06/12/2013

Last Revised: 12/3/2025

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:

- 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:

- Maintain campus grounds throughout the spring, summer and fall by general landscaping procedures using light and heavy tools/equipment
- Clean up campus grounds to include litter and debris. Empty trash, recycling, and compost containers throughout campus
- Clear and salt 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
- Move and store all campus furniture, appliances and equipment to/from all buildings
- Set-up and tear down of all campus events as well as support the Conference and Special Events team
- Install, remove and store window mounted air conditioning units
- Clean, repair, refinish, and paint/stain benches, picnic tables, special event tables, and other related furniture
- 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 other departments within Facilities as/when needed
- Cleans, maintains and organizes the shop
- Performs miscellaneous job-related duties as assigned

Positions Supervised:

- None

Major Contacts:

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

Demonstrates Excellence:

- Interact well, on an interpersonal level, with students, faculty, and/or staff in a team environment
- Foster a cooperative work environment with a strong customer service orientation
- Understand and follow specific instructions and procedures with minimal supervision
- Communicate effectively, with ability to follow basic instructions for independent completion of certain tasks
- Utilize exceptional problem-solving skills for moving equipment and setting up events

Education and Work Experience:

- High school diploma or equivalent required
- 1-3 years' experience or related work experience required
- Knowledge of grounds keeping equipment and methods required
- Knowledge of heavy-duty grounds equipment preferred
- Knowledge of furniture moving equipment and methods preferred
- Knowledge of minor vehicle servicing preferred
- Knowledge of tree, plant and flower species preferred

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

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