

STEPHENS COLLEGE
Job Description

Title: Grounds/Maintenance

November, 2020

Function:

Maintains the turf, plant beds, trees, walkways and parking lots to enhance the beauty of the campus landscape. Is prepared to assist all maintenance departments—carpenter shop, painting, mechanical shop, warehouse and custodians and all other duties as assigned.

Responsibilities:

1. Maintains turf areas of the campus landscape by:
 - Mowing, using riding, walk-behind and push mowers,
 - Edging along walks and curbs using hand-held power edger,
 - Trimming around obstacles using hand-held power trimmer,
 - Removing litter, fallen limbs, debris and dead animals,
 - Removing leaves using vacuum unit, blower or rake,
 - Removes burrowing animals and repairs damage.

2. Maintains trees, shrubs and herbaceous plant beds by:
 - Pruning using chain saws, power and manual pole pruners, power shears, hand held saws and pruners, and loppers from ground, ladder and bucket lift,
 - Planting using shovel and hand trowel,
 - Mulching, weeding and edging plant beds and trees,
 - Removing plants using chain saw, stump grinder and shovel,
 - Installing retaining walls, edging, fencing and other materials related to landscape construction.

3. Maintains walkways and parking lots by:
 - Removing grass clippings, leaves, limbs, litter and debris using vacuum unit, blowers, rake and broom,
 - Removing leaves and dirt from storm drains,
 - Removing snow and ice using tractor mounted plow, spreader blower and snow shovel,
 - Installs and maintains signs and posts.

4. Maintains equipment by:
 - Washing mowers and attachments,
 - Sharpening blades,
 - Checking oil, fuel and filters.

5. Completes additional duties assigned by supervisor.

6. Follows safety procedures.

7. Communicates with coworkers, students, staff and faculty.

8. Pursues professional development to enhance skills.

Relationships:

Continuous contact with members of own work unit and immediate supervisor requiring planning, coordinating, problem solving, presenting information and suggestions related to mutual goals. Parties generally have cooperative attitudes.

Frequent contact with members of other departments, students, building occupants requiring exchange of factual information and explanation of rules, regulations practices or functions. Discussion of non-controversial matters.

Occasional contact with public, government agencies, vendors and contractors requiring exchange of factual information and explanation of rules, regulations, practices or functions. Discussion of non-controversial matters.

Responsibility for Final Decisions:

Review work to ensure compliance with procedures and deadlines.

Errors may be detected within the department or section in which they occur, but may affect the work of others within the unit to trace errors and make corrections.

Report to: Supervisors

Work is performed independently except where the interpretation of law, policy, rule, complex procedure or request for exception is required.

Education/Skill Requirements:

1. High school diploma or G.E.D.
2. One year experience in landscape work.
3. Ability to read and understand instruction for the safe use of machinery.
4. Valid Missouri vehicle operators permit.

Work Conditions:

Duties are performed primarily outside in variable weather conditions with daily exposure to noise, dust, pollen, mold spores, heat, cold, rain, snow and exhaust fumes. Work requires frequent and repeated lifting, bending, stooping reaching, walking and riding equipment while operating foot pedals and hand controls. Cannot be afraid of heights. Work requires safety awareness and attention to details.