

# Northwestern Michigan College

## Job Description

<b>Job Title:</b>	Groundskeeper- Student Employee
<b>Department:</b>	Facilities
<b>Reports To:</b>	Director of Facilities
<b>FLSA Status:</b>	Non-Exempt
<b>Prepared By:</b>	Carol Danly, Assistant-Facilities Management
<b>Prepared Date:</b>	August 28, 2000, Revised March 30, 2005
<b>Approved By:</b>	Bill Hendry
<b>Approved Date:</b>	October 28, 2002

### Summary

Assists Northwestern Michigan College (NMC) grounds crew, as a student employee, maintaining roads, parking lots, and open areas on campuses.

### Requirements

To be eligible for student employment in a semester, the student must be enrolled half time during that semester (minimum NMC academic credits: 6 for fall; 6 for spring; 3 for summer).

**Essential Duties and Responsibilities** include the following. Mowing, weeding, moving equipment, raking, leaf blowing, shoveling, plowing, and sanding. Others duties may be assigned.

### Daily:

Performs general campus clean up; mowing, leaf removal, shrub care, planting beds, sign maintenance, shrub/tree pruning, and snow removal. Cuts lawns using walk-behind or other power mower.

- Trims and edges around walkways, flowerbeds, walls, etc. using clippers, power weed cutters and other edging tools.
- Prunes shrubs and trees to shape and improve growth or to remove damaged leaves, branches, or twigs using shears, pruners or chain saw.
- Rakes, power blows, or vacuums and removes leaves and other ground debris.
- Cleans grounds, roadways, etc. and removes litter.
- Shovels snow from walks and driveways using plow truck, tractor, blower, shovel, or other powered equipment.
- Spreads a combination of salt and/or sand mixture to prevent ice buildup with truck sander, or other equipment.
- Plants grass, flowers, trees, and shrubs using a variety of gardening tools.
- Waters lawn and shrubs, using hose or by activating fixed or portable sprinkler system.

### Weekly/Monthly/Annually:

May be involved with moving of equipment; refueling grounds vehicles and equipment; assisting in special set ups / take downs for major college events; pick up signs, special event display items, furniture, and banners, plus other duties to serve the needs of the College Community.

- May perform or assist with duties such as furniture or equipment relocation, setting of tables, chairs, etc. for special events.
- May do minor repair on fixed sprinkler systems, replacing broken sprinkler heads, etc.
- May repair fences, gates, walls, and walks, using carpentry and masonry tools.
- May clean out drainage ditches and culverts, using shovels and rakes, or other equipment.
- May sharpen tools such as mower blades, weed cutters, edging tools, shears, using file or sharpener.
- May make minor repairs on equipment such as lawn mowers, tractors, spreaders, and other grounds

equipment using hand or power tools.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

High school diploma or general education degree (GED); or one to three months' related experience and/or training; or equivalent combination of education and experience.

### **Language Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

### **Mathematical Skills**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

### **Physical Demands**

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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stoop, kneel, crouch, or crawl. The employee is occasionally required to sit, climb or balance. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to toxic or caustic chemicals and vibration. The noise level in the work environment is usually loud.

### **Licenses**

Operations of a motorized vehicle on and off campus may be required to complete assigned tasks. The employee must possess a valid Michigan driver's license.