

## **POSITION DESCRIPTION**

### **Assistant Groundskeeper**

Grade Level 4

August 20, 2010

This full-time, twelve-month position includes excellent benefits and is available immediately. Responsible to the Assistant Director of Physical Plant for maintaining the grounds - to include mowing, trimming, snow removal, and maintenance of grounds equipment.

#### Principal Duties and Responsibilities:

- 1) Mow and trim grass, weed plant beds, edge sidewalks, trim trees and shrubs, water plants, trees, and shrubs, spot-spray for weeds and spread mulch. (40%)
- 2) Remove snow; spread salt and sand. (20%)
- 3) Maintain and repair grounds equipment (clean, change oil, grease, change blades, replace belts, etc.) (20%)
- 4) Supervise student workers, as needed. (5%)
- 5) Prepare vehicles & trailers for trips (check fluid levels, lights & tires; add or remove seating as necessary) (5%)
- 6) Check condition of college vehicles and schedule maintenance as needed (5%)
- 7) Maintain and clean fountain. (3%)
- 8) Help set up for special events (2%)
- 9) Perform other related duties as assigned.

#### Supervision:

Definite objectives are set up for the employee by the supervisor, requiring the use of a wide range of procedures. The employee plans and arranges his/her own work and refers only unusual cases to the supervisor.

#### Minimum Qualifications:

Must be able to add, subtract, multiply, and divide using decimals and fractions, plus 9 to 12 months of effective experience with grounds equipment. Previous experience with horticultural practices preferred. Employee proceeds independently working toward established objectives requiring the use of a wide range of procedures. Employee prioritizes own work and resolves unusual cases in consultation with supervisor.

#### Physical Demands:

Frequent sitting, standing, walking, squatting/kneeling, twisting and bending, lifting over 50 lbs. with good body mechanics and 25-50 lbs with improper body mechanics, pushing and pulling up to 100 lbs., heavy energy requirements, extensive deviation of wrist, moderate pinching, hand/wrist repetitions and fine motor skills, moderate both handedness. Requires 20/20 near vision, 20/40 far vision, color discrimination and accurate depth perception.

Applications are available on our website at [www.wartburg.edu/hr](http://www.wartburg.edu/hr), in the Human Resources office at Wartburg College in Luther Hall 203, or by calling Human Resources at 319/352-8521.

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