

Gordon College

Position Description

Title: Groundskeeper

Function: Under the supervision of the Grounds Manager and the Director of Facilities, participates in the care and maintenance of the College to assure proper appearance and grounds safety of the campus; participates in the care of athletic fields and grounds-related projects. During the winter months helps the Grounds Manager oversee student snow shoveling crew operations.

Description of Duties and Tasks:

Essential Responsibilities:

1. Aids Grounds Manager in the maintenance and repair of college grounds, including lawns, trees, shrubs, walkways, roads, forests, and beaches.
2. Ability to oversee and supervise students as needed or required by the Grounds Manager.
3. Helps the Grounds Manager with timely snow removal, sanding, and flood control from campus roads and paths, including during off-hours as needed.
4. Assists Grounds Manager in training and developing the Student Snow shoveling crew.
5. Assist in supervising the Student Snow shoveling crew to make sure all buildings have snow removed in a timely and safe manner.
6. Assures proper observance of sound safety practices, rules, and requirements; demonstrates a continuing concern for the safety of others; helps to maintain careful inventory and storage of all materials to meet state and federal regulations.
7. In conjunction with the Grounds Manager, controls the operation and security of the College garage and storage areas.
8. Performs additional duties as appropriate or assigned.

Required Knowledge, Skills and Abilities

In order to fully perform the above functions, the incumbent must possess the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

1. Must profess faith in Jesus Christ as Lord; must accept Gordon's Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the public as outlined by Gordon's Statement of Life and Conduct; and must work to advance Gordon's mission through this position.
2. Strives to be thoughtful and wise steward of department budget, looks for ways to be creative for potential saving while balancing and accomplishing necessary projects.
3. Committed to the wellbeing of fellow employees and students, shows genuine interest and takes initiative to demonstrate care and concern for one another.
4. A hydraulics license.
5. Broad range of skills and knowledge in horticulture, landscaping and related areas.
6. The physical ability to maintain the campus. This will involve lifting, moving, twisting and other physical labor.
7. Supervisory ability.
8. Skill in the operation of grounds vehicles and equipment.
9. Must show service orientation and skill in harmonious relationships with students, faculty and staff.

Position Code: PLT-GROUNDS

Grade: 2

FLSA Status: Non-exempt