

# Gordon College

## *Position Description*

### **Title: Groundskeeper**

**Function:** Under the supervision of the Grounds Superintendent 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.

### **Description of Duties and Tasks:**

#### Essential Responsibilities:

1. Aids the Superintendent of Grounds 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 Superintendent of Grounds.
3. Aids the Fleet Manager and Superintendent of Grounds in timely snow removal, sanding and flood control from campus roads and paths, including during off hours as needed.
4. 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.
5. In conjunction with the Superintendent of Grounds, controls the operation and security of the College garage and storage areas.
6. 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. A hydraulics license.
3. Broad range of skills and knowledge in horticulture, landscaping and related areas.

4. The physical ability to maintain the campus. This will involve lifting, moving, twisting and other physical labor.
5. Skill in the operation of grounds vehicles and equipment.
6. Must show service orientation and skill in harmonious relationships with students, faculty and staff.

Position Code: PLT-GR-1

Grade: 2

FLSA Status: Non-exempt