



# Coastal Bend COLLEGE

Position Title: PART-TIME GROUNDS KEEPER

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Location	Beeville
Hours	19 hours/week
Job Classification	Non-Exempt
Security Sensitive	Y e s
Division	Physical Plant
Department	Maintenance
Reports to	Director – Physical Plant

## II. Education Requirements

G.E.D. or High School Diploma preferred.

## III. Qualifications:

Must possess or have the ability to obtain a valid Texas Driver's License within 30 days of hire.

Preferred Qualifications: Prior experience at a school district, college or a similar higher education environment, or a large multi-building facilities environment.

Ability to work unsupervised on a variety of job tasks from simple to complex.

## IV. Essential Functions:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

Under general supervision, incumbent performs the full range of grounds keeping duties. Maintains grounds for all of Coastal Bend College properties. Must wear proper safety equipment and operate various types of powered equipment required to mow, edge and maintain grounds for a manicured appearance.



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Ability to analyze and respond appropriately to emergency situations and to recognize, secure and report unsafe conditions immediately. Must have knowledge of safe working techniques and safety equipment and must be aware of the typical hazards of the work place as well as the special hazards that may be encountered (biohazards, chemicals, asbestos/lead containing materials, etc.). Maintains and services tools and equipment used in the performance of duties; performs shop clean-up and maintains a safe and clean work area.

## **V. Job Responsibilities:**

Safe operation of various, equipment, machinery, hand and power tools, including but not limited to: power saws, drills, painting equipment, edger, chain saw, weed trimmer, leaf blower etc.

Preferred candidate should be able to perform minor concrete work, asphalt repairs, various types of general repairs, maintenance and beautification associated with commercial building grounds and parking lots. Must work well with others and follow written or oral instructions. Must be able to read and write to understand and successfully complete safety training procedures. Must possess good work ethic and pride in workmanship and perform other duties as assigned.

Duties may include but are not limited to the safe operation of various equipment in the performance of the following tasks:

Tractor/loader/shredder

Riding and push mowers

Edger and chain saws

Weed trimmers and leaf blowers

Fork-Lift Vehicles

Digging and Trenching



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Trim trees and hedges

Watering and irrigation

Removal and maintenance of trash and waste

General maintenance

Cleaning flower beds

Assists all physical plant staff, maintenance, custodial services, grounds, HVAC, trades and mechanical services staff in the accomplishment of their work (projects, events, on-going programs), and performs other tasks as assigned by the Director in support of the College and Facilities Services.

## **VI. Other Responsibilities:**

Will participate in Quality Enhancement Plan (QEP)

Will participate in College responsibilities such as Institutional Effectiveness Committee, Task Force, etc.

## **VII. Travel Requirements:**

25% of time will require travel to other Coastal Bend College Campuses as needed. Travel during evening and weekend hours may be necessary as required by the College.

## **VIII. Physical Requirements:**

While performing the duties of this position, the employee is frequently required to sit, communicate, reach and manipulate objects, tools, machinery or controls. The position requires mobility.

Duties will involve moving materials weighing up to 5 pounds on a regular basis and up to 50 pounds on an occasional basis. Manual dexterity and coordination are required over 50% of the work period while operating tools, equipment or machinery such as computer



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keyboard, mouse, power saws, and drills, painting equipment, fork-lifts, tractors and similar machines.

## **IX. Environment:**

Most work takes place throughout all college campus facilities. Which exposes employees to inside and outside elements such as dirt, fumes, noise, chemicals and all types of weather conditions on a daily basis.

I have been presented with the job description for the position of:

### ***Part-Time Groundskeeper***

The requirements for this position have been discussed with me and I agree that I am able to perform the functions of this job.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_