DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Groundskeeper

DEPARTMENT: Facilities Services

DATE: June 1, 2014

SCHEDULE: Full-time, 12 month, M-F

REPORTING SUPERVISOR: Assistant Director – Grounds

FLSA: Non-exempt

IPEDS: 37

JOB FUNCTION:
Supports the Facilities Services by maintaining the landscape of university property which includes mowing, trimming, pruning, shrub and tree removal and planting, trash removal, water irrigation and so forth.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

<table>
<thead>
<tr>
<th>Percentage of Time</th>
<th>Frequency</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 30%</td>
<td>Ongoing</td>
<td>Using a frontrunner mower, mulcher and trailer, mows grass, leaves and plows snow on university property. As trailer becomes full, disposes of leaves and grass clippings into a designated dumpster. Using a weed-eater, trims grass missed by mower and edges sidewalk/street/building areas and so forth.</td>
</tr>
<tr>
<td>2. 15%</td>
<td>Ongoing</td>
<td>Using gas trimmers, manual clippers, a gas chain saw, a pole saw, pole clippers and utilizing a boom truck or climbing, trims and/or removes bushes, vines and trees. Getting down on hands and knees, pulls weeds and digs holes to plant flowers and shrubs. Using a manual shovel or mechanical backhoe, removes dirt or fills in dirt.</td>
</tr>
<tr>
<td>3. 15%</td>
<td>Ongoing</td>
<td>Using both manual sprayers and mechanical tank sprayers mounted on tractors, places herbicide, pesticide and fertilizers on grounds, trees and shrubs as required.</td>
</tr>
<tr>
<td>4. 10%</td>
<td>As Needed</td>
<td>Using a manual shovel or a manual post hole digger, digs a hole, places and positions the pole, pours concrete, manually mixed in a wheel borrow, in a hole and mounts the sign. Using hand tools such as wrenches, sockets and gas engines maintains equipment such as tractors, trucks, lawn equipment and so forth, by performing engine general maintenance and repair. Using hand tools such as carts, dollies, cranes, a forklift and so forth, climbs up stairs, bends, lifts and carries, doing whatever is required to transport cabinets, boxes, furniture, fixtures. During graduation, sets-up the stage by lifting, climbing, carrying and assembling, decorations, such as flags, drapes, carpeting, hand rails, steps. Using a boom truck or climbing, removes debris from guttering system. Assembles scaffold equipment to hang decorations, remove vines and debris from gutters.</td>
</tr>
<tr>
<td>5. 10%</td>
<td>Ongoing</td>
<td>Using manual or mechanical overseeding broadcast equipment, dispenses grass seed and fertilizer, then, using a mechanical aerator. Core aerates the soil covering the seed and fertilizer.</td>
</tr>
<tr>
<td>6. 10%</td>
<td>Daily</td>
<td>Reports progress, problems and recommendations to Assistant Director.</td>
</tr>
<tr>
<td>7. 5%</td>
<td>Daily</td>
<td>Trains, directs and oversees temporary personnel and work study students for short term and summer periods.</td>
</tr>
<tr>
<td>8. 5%</td>
<td>Weekly</td>
<td>Determines needs and helps develop plan for the accomplishment of large scale projects, emergencies, and in frequent needs as determined by supervisor. Acts a department contact person during special campus activities and events as needed.</td>
</tr>
</tbody>
</table>

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job
The requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. 1-2 years related experience.
2. Ability to drive for using tractors and trucks. Must have valid MO driver’s license.
3. Ability to operate equipment, machinery, trucks, tractors and reading directions.
4. Attention to detail is necessary for assembling decorations for job safety and accuracy.
5. Ability to be on-call for snow removal.
6. Ability to be alert and coordinated for thinking and reacting quickly when using equipment.
8. Math skills are necessary for calculating mixtures.
9. Ability to read for combining mixtures.
10. Ability to write for preparing daily work report.
11. Ability to use hand clippers for trimming.
12. Ability to operate a tractor for mowing or transporting trailers and lawn equipment.
13. Ability to operate a power rake for raking and dethatching lawn.
14. Ability to operate a weed-eater and an edger for trimming lawn.
15. Ability to use a chain saw for trimming and cutting wood.
16. Ability to use a push mower for cutting grass and bagging clippings.
17. Ability to use hand tools for repairing equipment.
18. Ability to use a mulcher to cut up leaves and grass.
19. Ability to use a trailer for transporting leaves, grass, rocks, dirt and equipment.
20. Ability to use a pole saw and pole clippers for trimming shrubs and trees.
21. Ability to use a shovel, pick and a rake for digging, removing concrete, asphalt, dirt, rocks, leaves and so forth.
22. Ability to use manual and mechanical sprayers for applying pesticide, herbicides and liquid fertilizers.
23. Ability to use a aerator to aerate soil.
24. Ability to use mechanical and manual overseeding broadcast equipment to distribute seed and/or fertilizer.
25. Ability to use a mulcher to cut up leaves and grass.
26. Ability to use a posthole digger for digging holes for signs or gate posts.
27. Ability to use carts, dollies, a forklift and a boom truck for transporting fixtures, furniture, boxes, cabinets, etc.
28. Must be able to provide a valid cell phone number or contact number where employee can be reached in the event of a campus emergency.

**PHYSICAL REQUIREMENTS:**
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 and walk. The employee frequently is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit; use hands to finger, handle, or feel; and talk or hear. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

**WORK CONDITIONS:**
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 outside weather conditions. The noise level in the work environment is usually moderate. Excessive temperature changes form cold to hot, dust, pollen, mold, wet/raining, smells are offensive. Excessive exposure to dangerous chemicals, gas and oil. Excessive climbing, lifting, bending and/or crawling.