



MCDOWELL TECHNICAL COMMUNITY COLLEGE

Job Description Form

Division/Department	Finance and Administration
Job Title	Part Time Groundskeeper
Reports to	Coordinator of Maintenance and Custodial Services

Level/Grade	Type of position: Full-time Permanent <input type="checkbox"/> Full-time Temporary <input type="checkbox"/> Part-time Temporary <input checked="" type="checkbox"/>	
Revision Date 05/11/2020		

GENERAL RESPONSIBILITIES

The Groundskeeper performs work in the maintenance, care, and modification of grounds and landscapes which includes the operation of electrically-powered and gasoline-powered groundskeeping equipment and machines and the use of small hand and power tools or equipment in planting, cultivating, and trimming grounds and landscaping. The Groundskeeper performs maintenance on groundskeeping equipment and tools and makes minor repairs as directed.

SPECIFIC RESPONSIBILITIES

Under the authority of the Vice President for Finance and Administration and with direct supervision from the Coordinator of Maintenance and Custodial Services, the Groundskeeper is responsible for the following:

1. Assist with planting and care of grass as needed as well as pruning and trimming of shrubs, hedges, and trees as required for neat and well-kept appearance.
2. Perform routine maintenance on groundskeeping equipment.
3. Assisting with snow removal when necessary.
4. Recruiting and performance of other duties as assigned.

QUALIFICATIONS

High school or General Educational Development diploma and two years of progressive experience in the assigned trade's areas; or an equivalent combination of education and experience. Necessary Special Qualification: May require current certification by the Environmental Protection Agency as a Type I, II, III or Universal Technician as required by Title 40, Code of Federal Regulations Part 82, Subpart F.