Position No.     Date: 8/28/2015

job description

POSITION TITLE: Grounds Maintenance Worker

JOB CLASS: Staff
SUPERVISOR: Maintenance Supervisor

CLASSIFICATION: Full Time
LOCATION: DeLand

SUPERVISORY: FACILITIES MANAGEMENT
DEPARTMENT: Facilities Management

POSITION OVERVIEW: Under the supervision of maintenance supervisor, performs a variety of manual semi-skilled tasks required in the maintenance of streets and grounds, landscaping projects, and other assigned duties.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS: High school diploma, GED, or equivalent certificate of competency preferred, demonstrated ability to read and write at minimum of 10th grade level required. Some experience in grounds work or landscaping preferred. As this position requires daily operation of University vehicles, possession and maintenance of a valid Florida driver's license and acceptable driving record is required, as is the ability to establish and maintain effective working relationships with all members of the University community. A post-offer background investigation and physical agility test will be required.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES: Mows grass, lays sod, cuts weeds, edges, trims and rakes; installs plants; prunes, waters, sprays and mulches trees, shrubs and lawns; notifies department foreman of needed materials and equipment; operates power mowers, edgers, clippers, sprayers, shears, and athletic field lining equipment and other hand and power tools used in grounds maintenance; picks up paper and other debris; places concrete forms; repairs and cleans streets, walks and parking areas; maintains and repairs sprinkler and irrigation systems; assists in the preparation of facilities for special use; moves supplies, equipment and/or furniture to and from University facilities; operates University vehicles.

WORKING CONDITIONS: Duties require: both indoor and outdoor work; direct exposure to prevailing weather, extreme heat, humidity, and extreme cold; physical ability to endure physically strenuous work on a daily basis, including standing and/or walking for long periods, bending, stooping, crawling; manual dexterity; lifting of up to fifty pounds; ability to work occasional overtime, including potential for 24 hour emergency on-call status and issuance of wide area pager for prompt response back to campus in the event of an on-campus emergency; perceptual demands for sound, form, depth. Post-job offer medical exam will be required.

APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu. Complete application, available online.

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