

## WESTERN MICHIGAN UNIVERSITY

**TITLE:** Groundskeeper I

**GRADE:** M-2L

### **FUNCTIONS:**

This position provides manual labor required to maintain grounds, trees, shrubs, flower beds, other plantings, landscape forms, and vehicle and pedestrian accessways throughout the University. The incumbent removes trash, rubbish, bio hazards, and debris from grounds, walkways, parking lots and structures, external receptacles, and other surfaces and structures in assigned areas/regions. This position maintains shrub beds and tree wells, removing leaves and other debris, turning dirt and/or mulch, and trimming edges. The incumbent weeds and waters flower beds and waters lawns and other grassy areas, as well as areas of groundcover and other plantings. The incumbent mows and trims lawns and other grassy areas, and prepares plant beds for planting/installation of trees and shrubbery. During winter months, the incumbent removes snow and ice from walkways, porches, steps, and other structures.

In addition to performing daily maintenance of campus grounds, greenery and landscaping, the incumbent sets up indoor and outdoor facilities for University events, including graduations and athletic contests and may assist in installing, repairing, replacing, and maintaining fences, retaining walls, trash receptacles, and landscape forms. This position may assist in removing dead or diseased trees, shrubs, or other plantings; trimming and removing dead or damaged limbs; installing major plantings and new trees and shrubs; and other care and maintenance of flora on campus.

This position utilizes pointed and flat shovels, hoes, rakes, and other small hand tools to prepare flower and shrub beds for planting. The incumbent employs garden rakes, leaf rakes, brooms, and other implements to remove debris from shrub beds, tree wells, and lawn areas, and operates hand-held and push blowers to remove leaves. This position operates push mowers, self-propelled walk-behind mowers, weed whips and sidewalk edgers to mow and trim lawns and edges of lawn areas. The incumbent also operates ride-on mowers to mow and maintain large grassy areas, and uses lawn sweepers to remove rocks, stones, twigs, and other debris from lawns prior to mowing. This position uses snow shovels and snow blowers to remove snow from walkways, parking ramps, and road crossings. In setting up and/or dismantling seating and other furnishings and fixtures for events, the incumbent may employ manual and hydraulic jacks, screwdrivers, wrenches, and other implements.

This position maintains the work area, all tools, all equipment, all supplies, and any assigned vehicles in a neat, clean, and orderly condition, and performs all work in accordance with established safety practices. The incumbent performs appropriate operational checks of all power tools and equipment before, during, and after each use. The incumbent checks fuel, oil, hydraulic, transmission coolant, and other fluids; adds required fluids to maintain/restore appropriate levels; inspects tires and tire pressure; checks lights, strobes, electrical connections, and safety switches for proper operation; inspects hoses and hose connections; cleans and/or replaces air filters; greases all fittings; and checks other components and/or systems and relays, specific to each piece of equipment. The incumbent must wear MIOSHA-approved safety shoes at all times, and must wear a hard hat and safety glasses as required by MIOSHA rules when operating power equipment. Ear plugs are required when operating tools/equipment producing noise levels exceeding MIOSHA standards. Other protective gear must be worn when appropriate. The incumbent must wear no loose-fitting clothing, which might become entangled in equipment, posing a hazard to incumbent's safety. This position performs additional duties as requested by supervisory personnel.

### **QUALIFICATIONS:**

The incumbent must be able to read and comprehend written instructions and safety regulations regarding the performance of job duties and must be able to understand and comply with oral instructions. Sufficient writing ability to prepare any necessary supply and work orders is required. Possession of a valid Michigan driver's license is required. One or more years of professional and/or institutional grounds experience and prior experience in the operation of power landscape maintenance tools is preferred.

Incumbent is required to obtain a valid Michigan Department of Agriculture Commercial Pesticide Applicator's License, with ornamental (category 3B, and right-of-way (category 6) endorsements by the end of his/her 40 day training period.

In order to perform the essential functions of the job, the incumbent must be able to raise/carry and hold 50 lb. bags of fertilizer and salt up to 20 times per day. The incumbent must be able to move bags and buckets of trash weighing up to 30 lbs. each, distances up to 300 yards as often as 50 times per day to remove trash and debris to dumpsters. The incumbent must be able to move items of equipment weighing up to 75 lbs. distances up to 150 feet in order to load/unload equipment and move it to/from worksites in the field. The incumbent must be able to transport and operate hand-held power tools, including weed whips, hand blowers and sprayers weighing from 10 lbs. to 25 lbs. each for up to two hours at a time for the entire length of shift.

The incumbent must be able to transport and operate tools and equipment; manipulate tools, equipment, landscape materials, and planting; and pick up and remove trash and debris from ground level up to waist height and above. The incumbent must be able to raise to waist height shovels loaded with dirt, mulch and other landscape materials, and/or snow several hundred times per day, depending on seasonal work assignments. The incumbent must have hand dexterity for planting and digging plant materials and using hand tools up to 1,000 times per day. The incumbent must be able to use landscape tools and equipment, and must be able to descend to/rise from ground level as often as 150 times per day, or work at ground level for two hours at a time for the entire length of shift. The incumbent must be able to bend, flex, extend and rotate the shoulder, elbow, and wrist joints constantly and repeatedly while operating vehicles and equipment. The incumbent must also be able to bend, flex, extend and rotate the hip, knee and ankle joints constantly and repeatedly in order to operate clutches, accelerators, brakes, foot controlled steering mechanisms, and other vehicle/equipment pedals. The incumbent must be able to start walk behind mowers, and lo blowers, push mowers and other equipment. The incumbent must be able to safely operate self-propelled walk-behind mowers weighing 350 lbs. with bilateral hand controls. The incumbent must be able to operate ride-on mowers and equipment with manual clutches and foot pedal controls for attachments.

The incumbent must have sufficient visual acuity (at least 20/40), with or without corrective lenses, to inspect equipment before the operation, and to identify trash, debris, and foreign object to be removed from flower and shrub beds, tree wells, lawns, and walkways, and other paved areas. The incumbent must have sufficient auditory acuity, with or without accommodation, to hear warning sounds signaling that landscape and grounds equipment and vehicles are moving/operating in reverse. The incumbent must be able to tolerate, with some type of hearing protection, exposure to noise levels of 90 decibels.

The incumbent must be able to tolerate exposure to extreme temperatures ranging from -25°F to 120°F, depending on seasonal work assignments. The incumbent must be able to tolerate exposure to dirt, dust, pollen, grass clippings, and other airborne debris, as well as weed killers, fertilizers, and other lawn care chemicals. The incumbent must be able to tolerate prolonged exposure to sunlight.

A physical examination administered by the employer's designated physician is required to determine the incumbent's ability to perform the essential functions of the job with or without accommodation.