

Job Description
WESTERN OKLAHOMA STATE COLLEGE

Job Title: **Grounds – Part Time**

Qualifications

Education: 10th grade education or equivalent experience is required in lieu of high school training. High school diploma preferred.

Credentials: Valid drivers license with acceptable driving record; May be required to possess Applicator's card.

Preferred Special Knowledge, Skill, or Ability:

Reading and Interpreting: Reads and interprets routine written or printed materials such as labels on chemicals (mix chemicals), basic charts, diagrams, or instruction material for equipment.

Tools and Equipment Usage: Uses tools or equipment in a manner requiring competence and must meet certain performance standards which normally would be gained by on the job exposure or training. The most difficult equipment/operation includes the edger, weed eaters and push mowers.

Ability to effectively use garden and hand tools, sprayers, aerators, etc. Ability to use yard hand tools such as shovels, rakes, picks, hoes, etc.

Training or Experience Preferred: Between 1-2 years related work experience in landscape and operating motorized equipment is preferable.

Reports to: **Director of Physical Plant**

Performance Expectations: Resolves/interprets rules, procedures and policies to assist customers/students and to simplify decision making. Follows health and safety policies and regulations and works safely. Adheres to departmental rules concerning dress, attendance, etc. Uses initiative to perform work and to solve problems. Cooperates with and assists other employees/work units. Demonstrates a positive attitude towards students, staff, and the public.

Job Goal (Purpose of Position): Performs semi-skilled to skilled level duties under general supervision to landscape, maintain and clean up campus grounds. An incumbent in this position will follow generally standardized operating policies and procedures.

Contact with Others: An incumbent in this position has contact with the students, staff, and the public. Some interpersonal interaction or communication is required.

Essential Job Functions/Performance Responsibilities:

1. Empty trash in trash cans all around campus every day first thing in the morning.
2. Clean up trash in parking lots, big fields, every day, first thing in the morning.

3. Pick up trash around school campus including Tech Building and Dorms.
4. Blow off main entry way every day.
5. Blow off all entry ways to all buildings (i.e. main building, tech building, dorms etc.)
6. Clean cob webs off all entry ways and around doorways.
7. Clean, mulch, and weed all flower beds every day as needed.
9. Trim all trees, shrubs, and rose bushes everyday as needed.
10. Mow, weed eat, edge, and blow all grass and landscape areas as needed.
11. Weed, mow and edge in front by big sign as needed.
12. Clean and power wash around back trash can area as needed.
13. Clean and blow by back freezer.
14. Help sweep and clean wood shop and maintenance shop as needed.
15. Blow off motor pool parking lot as needed.
16. Clean the men and women's restroom in small engine shop, including mopping floors and checking paper towels
17. Sweep shop floor.
18. Clean and put water in batteries in golf cart every Friday.
19. Spray for weeds on side walk, curbs and parking lots as needed.
20. Put up all power tools from golf cards everyday.
21. Wash and repair all outside trash cans as needed.
22. Repair pot holes in asphalt and parking lot as needed.
23. Paint curbs and handicap parking stalls as needed.
24. Help move furnishings around campus as needed.
25. Help unload trucks as needed.
26. Help move copy paper as needed.

27. Check dirt around foundation at main building, Tech building, and dorms as needed.
28. Perform all other duties as assigned.

Supervision exercised: An incumbent does not supervise.

Physical/Mental Requirements and Working Conditions: In a work day, the employee must stand/walk approximately 7-8 hours per day. Employee's job requires frequent bending/stooping, squatting/crouching and pushing/pulling; occasional reaching above shoulders.

Employee's job requires frequent carrying/lifting from 50-75 pounds to empty 55 gallon trash cans, lift 40-pound bags of fertilizer, etc. Occasionally may lift weight over 75 pounds following proper lifting techniques. Job requires employee to use both feet for repetitive movements as in operating foot controls. Job requires employee to use both hands for such repetitive actions requiring simple/firm grasping and/or fine manipulation.

Employee must possess manual dexterity/visual ability to operate motorized equipment, to see area to be cleaned, mowed, weeded, etc. Employee must possess hearing/speaking ability to communicate with fellow workers, students and the public.

Employee must have mental requirement to understand and follow instructions and avoid safety problems.

Employee's job requires working in the outdoors with temperature changes; operating motorized equipment and exposure to toxic chemicals, dust, fumes, and gases, etc.

EVALUATION: Performance of this job will be evaluated in accordance with Board Policy.

New: 5/3/01

Revised: 08/20/09