

# CENTRAL CHRISTIAN COLLEGE OF KANSAS

## GROUNDSKEEPER

**Direct Supervisor:** Director of the Physical Plant  
**Status:** Full time (12 months), Non-exempt  
**Department:** Maintenance  
**Job Location:** McPherson, KS

### **JOB SUMMARY**

The Groundskeeper performs work in the maintenance, care, and modification of College grounds and landscapes which includes the operation of electrically-powered and gasoline-powered grounds keeping equipment and machines, and the use of small hand and power tools or equipment in planting, cultivating, and trimming grounds and landscaping. The Groundskeeper also performs maintenance on grounds keeping equipment and tools, and makes minor repairs (within demonstrated capability) as directed. The incumbent also works as a member of the general maintenance team, assisting on projects as needed and time allows.

Position requires the ability to work varied shifts and irregular hours during inclement weather and considerable and strenuous physical exertion such as climbing ladders, handling and mixing of chemicals, exposure to the elements, frequent lifting of objects over 50 pounds, crawling or crouching in restricted areas. Occasional lifting of heavy objects weighing 75 pounds or more is required.

### **EDUCATION & EXPERIENCE**

- High school diploma; Associate's or Bachelor's Degree in horticulture or related field preferred, or equivalent experience
- Knowledge and experience of proper mixing, application, and storage of landscaping chemicals.
- Experience operating medium equipment such as tractors, plows, and variety of riding mowers.
- Experience directing the work of student workers or temporary or part-time workers. The nature of supervision is largely confined to assigning tasks to others and does not include a full range of supervisory responsibilities. Responsibilities at this level may include tracking budgeted spending, limited purchasing authority, and tracking inventory.

### **DUTIES**

1. Performs regular and directed grounds and landscape maintenance by mowing lawns with riding or push mowers; trimming and edging around trees, shrubs, ground cover, flowers, sidewalks and buildings; weeding, thinning and cleaning flower beds and other grounds by hand or utilizing proper tools and equipment; and setting up, adjusting, repairing, and cleaning irrigation systems.
2. Performs tasks common to the care of grounds and landscapes by seeding, watering, mulching, fertilizing, and applying chemicals to outside plantings, lawns and turf, transplanting, pruning, trimming, and cultivating trees, shrubs, ground cover, and flowers;
3. Maintains a record of grounds and landscape chemical spraying including areas sprayed, amount and type of chemicals used, substances sprayed, and reason.

4. Performs campus-wide general maintenance and repairs by installing, removing, repairing and maintaining landscape lighting, signs, way-faring, barricades, gates, bicycle racks, structures, posts, fences, and rock walls; and repairing related resources.
5. Removes unsightly trash and debris from public areas by regularly inspecting grounds, drains, manhole covers, etc., for debris; raking, sweeping and bagging leaves, debris, dirt and trash from streets, sidewalks, parking lots, tunnels, and transporting the trash to designated central collection points on a daily basis.
6. Reduces the likelihood for the spread of diseases and unsightly appearance of trash containers in public areas by emptying, cleaning and disinfecting trash on a regular basis.
7. Assists in preventing accidents resulting from snow or ice by removing mowing decks and installing snow removal equipment on riding mowers and tractors; operating snow blowers, tractors or mowers with blades and using shovels to remove snow and spread sand and salt on snow- or ice-covered surfaces.
8. Prepares outdoor locations and athletic fields for use by painting and marking athletic fields, moving bleachers and seating, and erecting portable goals or other athletic equipment.
9. Applies chemicals used in grounds keeping according to specifications, applying the chemicals properly on grounds and landscapes designated for their use, and disposing of residual chemical products as directed or storing and labeling them for future use.
10. Safely operates light vehicles such as pick-up trucks, tractors, street sweepers or riding mowers and portable power tools and equipment such as saws, grass trimmers, snow/leaf blowers, sprayers, paint machines and other grounds keeping equipment.
11. Ensures that grounds maintenance equipment is operational by performing routine and preventative maintenance and cleaning of tools, equipment and machines within reasonable capabilities.
12. Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
13. Direct activities of assigned grounds workers to ensure maintenance of schedules, completion of work, and deadlines are met
14. Contributes to the overall success of the Maintenance Department by performing all other related duties as assigned.

#### **NOTICE OF NON-DISCRIMINATION**

Central Christian College of Kansas recognizes the benefits of maintaining a diverse faculty and staff who can provide a wide spectrum of perspectives and experiences representing the creativity of a loving and innovative God. Central Christian College of Kansas reviews all applications and hires individuals based on their qualifications for the position. The College does not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, marital status, parental status, or military or veteran status. As a Christian college, affiliated with the Free Methodist Church of North America, Central Christian College of Kansas asserts its right to employ persons who subscribe to the intent, heritage, vision, mission, Statement of Beliefs, Core Values, and Lifestyle Expectations as articulated in the Policy and Procedures Manual of the institution.