

# MARANATHA BAPTIST UNIVERSITY

## JOB DESCRIPTION

Job Title: *Student Grounds Worker*

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DEPARTMENT:	Facilities Management	SUPERVISOR:	Grounds Supervisor
EMPLOYEE NAME:		EMPL CLASS:	Student
PREPARED BY:	Aaron Almaroad	DATE:	3/15/2022

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### Summary:

The MBU grounds department would like to hire a part-time grounds care worker to help maintain the lawn and landscaping on campus during the school semester. The ideal candidate should be comfortable operating zero turn lawn mowers (for 16 years old and older) and/or willing to work in the flower beds.

### Essential Duties and Responsibilities:

- Lawn care: operate zero turn mowers, push mowers, and grass trimmers and as needed replacement of grass, shrubs, trees, and related areas of Maranatha property.
- The removal of, or the appropriate dealing with, all clutter and trash that would have a negative effect on the appearance of the Maranatha campus.
- Work up to 15 hours a week, weather depending.
  - Includes working through the Wednesday of graduation week with the option of starting as early as the beginning of preseason.

### Other Duties & Responsibilities:

- Other duties may be assigned.

### Supervisory Responsibilities:

- This position has no supervisory responsibilities.

### Qualification Requirements:

Individual drivers must be at least 18 years old. If the individual has a valid driver's license, he or she must have an acceptable driving record. The individual must also demonstrate the mature handling of equipment. In order to operate power-driven machinery and climb ladders, the individual must be at least 16 years old.

- **Education:**
  - High School graduate.
- **Language Skills:**
  - Ability to read and comprehend simple instructions.
  - Ability to write simple correspondence.
  - Ability to effectively present information in a one-on-one and small group situation to supervisor or another employee.

- **Mathematical Skills:**
  - Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's.
  - Ability to perform these operations using units of American weight measurement, volume and distance.
- **Reasoning Ability:**
  - Ability to apply common sense understanding to carry out simple one or two-step instructions.
  - Ability to deal with standardized situations with only occasional or no variables.
- **Mechanical Skills:**
  - Ability to operate grounds equipment in a satisfactory manner (i.e. lawn mower, trimmer, blowers, garden tractors, any licensed vehicle, snow removal equipment, etc.).

### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job:

- The employee is regularly required to stand; use hands or fingers, handle or feel objects, tools, or controls; and reach with hands and arms.
- The employee frequently is required to walk and stoop, kneel, crouch, crawl, or climb ladders.
- The employee is occasionally required to climb or balance and talk or hear.
- The employee must frequently lift and/or move up to 50 pounds and occasionally move up to 80 pounds.
- The employee is required to see clearly, both near and far.

### Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job:

- The employee is regularly exposed to outside weather conditions.
- The employee is frequently exposed to fumes or airborne particles and toxic or caustic chemicals.
- The employee frequently works near moving mechanical parts.
- The noise level in the work environment is usually moderate and hearing protection devices are available.
- This position will occasionally require 2<sup>nd</sup> shift or weekend hours.

### Evaluation

Performance of this position will be evaluated by the Grounds Supervisor under the provisions of this description and policies of the Maranatha Baptist University *Staff Handbook*.