



## **BENNETT COLLEGE**

### **Job Posting**

**Title:** Groundskeeper

**Date of Posting:** 05/14/2021

**Closing Date:** Until Filled

**Department:** Facilities

**Reports To:** Director, Campus Operations

#### **GENERAL SUMMARY:**

The Groundskeeper will landscape or maintain grounds of property using hand or power tools or equipment. Work typically consists of a variety of tasks; examples include any combination of the following: sod laying, mowing, trimming, edging, planting, watering, fertilizing, digging, raking, irrigation, sweeping of parking lots and sidewalks, snow and ice management, and sports field setup and maintenance.

#### **ESSENTIAL JOB FUNCTIONS:**

- Mows lawns and trims grass around walks, flower beds, trees and walls.
- Prunes shrubs and trees, at the direction of the immediate Supervisor, to shape and improve growth.□
- Removes fallen or damaged leaves, branches, and twigs using mowers, tractors and other hand and power tools.
- Lays out and maintains flower beds, mulch beds, or other decorative vegetation.
- Maintains and sharpens tools and makes minor repairs on equipment, as needed.

- Plants, fertilizes, waters and uses weed and insect control products at the direction of the immediate Supervisor to maintain grass, flowers, trees and shrubs.
- Removes snow and ice from walks, roads and driveways, utilizing hand tools, machines or vehicles.
- Spreads salt, picks up litter, rakes, removes debris from hard surfaces.
- Cleans drainage ditches and culverts, including, but not limited to the filling of potholes and the sweeping of accumulated debris along curb lines.
- Maintains driveways and parking lots.
- Repairs fences, gates, walls, irrigation systems, walks and outbuildings using carpentry, masonry and painting tools.
- May perform marking and maintenance of sports fields.
- Performs routine cleaning and maintenance on gardening and grounds equipment.
- May operate trucks and assorted power equipment, such as mowers, tractors, twin-axle vehicles, snow blowers, chain saws, electric clippers, sod cutters, and pruning saws.
- May participate in the setup and tear-down of event furniture, such as tables, chairs and tents.
- May participate in the movement of furniture, supplies and material.
- Reports all accidents and injuries in a timely manner.
- Participates in regular safety meetings, safety training and hazard assessments.
- Applies all applicable OSHA and related local safety requirements to all assigned work.
- Performs all work in accordance with established safety procedures.
- Performs other duties and responsibilities as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to present self in a highly professional manner to others and understands that honesty and ethics are essential.
- Ability to maintain a positive attitude.
- Ability to communicate with co-workers and other departments with professionalism and respect.

- Ability to maintain a professional relationship with all coworkers, vendor representatives, supervisors, managers, customers and client representatives.
- Must have basic phone and computer skills (email, texting, etc.).
- Good attention to detail.
- Ability to work well under pressure.
- Excellent oral and written communication skills.
- Ability to work well alone and in a team.

## **EDUCATION AND EXPERIENCE:**

### **Required:**

- High School diploma, GED or equivalent experience.
- 1 to 2 years of related work experience.

### **Preferred:**

- At least 2 years in general grounds care services

## **HOW TO APPLY:**

Interested candidates should submit a complete applicant packet, which includes the following documents:

- online application for employment (found at [www.bennett.edu](http://www.bennett.edu))
  - click on "Quick Links" at the top of the home page
  - click on "Employment Opportunities"
  - click on "Click Here to Apply" and follow the instructions

The following are required documents to be attached to your application:

- cover letter
- resume
- unofficial transcripts from every college and university attended
  - official transcripts are required if an offer of employment is accepted

**ONLY COMPLETE APPLICANT PACKETS WILL BE ACCEPTED  
NO PHONE CALLS PLEASE!**

We are an Equal Opportunity Employer

E-Verify, an online program which is administered through the Department of Homeland Security and the Social Security Administration, are used to verify employment eligibility.