

## **GROUNDSKEEPER - PT**

Reports to: Assistant Director of Facilities  
Classification: Part-time, 12-month Employee  
Pay Status: Hourly, Non-exempt, Level I  
Fringe Benefits per Board Policy  
Starting Salary Range: \$11.50 - \$12.50  
Revised: July 2019

**Purpose of position:** This position performs a variety of grounds-keeping and maintenance-related functions for the college and reports to the Assistant Director of Facilities under his direct supervision.

### **Essential Functions**

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.

### **Duties and Responsibilities**

1. Provide proactive premiere maintenance and upkeep of all campus grounds including mowing, weed-eating, edging, reseeding, fertilizing, spraying of weeds, and planting of annuals and perennials;
2. Maintain parking lots including line painting and patching of holes;
3. Assist with snow and ice removal as directed;
4. Assist the Assistant Director of Facilities in maintaining the fleet of vehicles, including the cleaning of the fleet.
5. Maintenance and records of grounds equipment;
6. Setup and tear down of events;
7. Work at a professional pace and stay on course to get work schedule complete every day;
8. Assist and support the other maintenance and custodial staff where needed; and
9. Perform other duties as assigned by the Assistant Director of Facilities.

### **Required Knowledge, Skills and Abilities**

1. Ability to work effectively with all levels of employees;
2. Ability to project a positive and professional image to students, employees, and the public;
3. Ability to appropriately exercise independent initiative and judgment; and
4. Ability to learn and implement new procedures.
5. Ability to follow the procedures of the Do's and Don'ts of grounds keeping instructions

### **Education and Experience**

1. Must have completed two years of high school or equivalent; and,
2. Previous grounds-keeping work experience preferred.

### **Working Conditions**

1. Must have valid driver's license;
2. Ability to stand, bend at the waist and stoop or squat while working on a regular daily basis is required;
3. Ability to work off of a ladder or an elevated surface on an occasional basis is required;
4. Ability to reach and work overhead on an occasional basis is required;
5. Occasional lifting of up to 50 pounds from the floor to waist height is required;
6. Outside work will be required as necessary;
7. Evening and/or weekend work will be required; and
8. Some overtime may be required, as well as some flexibility in occasional early or late hours.

**Application:**

Please submit a letter of application, resume with names and phones numbers of five references unofficial transcripts, and employment application to:

Human Resources Director, Groundskeeper - PT, Neosho County Community College, 800 West 14th Street, Chanute, KS 66720 or Email to [hr@neosho.edu](mailto:hr@neosho.edu). Employment application available at [www.neosho.edu/careers](http://www.neosho.edu/careers).

Review of applications begins upon receipt.

**NCCC is an EOE/AA employer**

**Non-Discrimination**

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>