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| **Job Title:** Summer Maintenance Support | **FLSA Classification:** ☐Exempt * Nonexempt
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| **Reports to:** Maintenance/Grounds Mgr | **Location:**  |
| **Department:** Facilities | **Division:** |
| **Employment Category:*** Full-Time

 Part-Time | **Paygrade:** |

**PRIMARY PURPOSE OF POSITION**

Perform skilled work in the care and upkeep of the University grounds including, lawns, shrubs, walkways, and drives with a minimum of supervision

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Daily trash pick-up and general cleaning of campus.
* Pruning trees, shrubs, and trimming hedges. Removing dead limbs, trees and stumps.
* Raking leaves, mowing grass, edging sidewalks, curbs, etc.
* Planting, watering, feeding and fertilizing grass, trees and foliage.
* Maintain upkeep of campus roads and parking lots.
* Minor irrigation and repair
* Perform other related duties as required.

**QUALIFICATIONS**

Minimum of one-year grounds maintenance experience, with a background in landscaping preferred. High-school graduate or GED preferred. Knowledge of proper care of trees and shrubs; procedures for maintaining healthy plants; and general landscaping and grounds design. Ability to read English at the level necessary to understand job-related written materials and work orders. Must be at least 18 years of age and possess a valid Texas drivers’ license and insurable by university carrier. Ability to work in inclement weather conditions. Ability to lift a minimum of 50 lbs., climb ladders up to 20 ft., and work off a platform lift or scaffolding. Ability to comply with workplace guidelines and attendance requirements. Successful candidate must complete an employment and/or criminal background check. Verifiable local references required

**WORKING CONDITIONS**

**Equipment Operated**

 Mowers, edger, weed eaters and blowers

 **SCHEDULE**: Work hours are 6:30am – 3:00pm Monday through Friday

**PHYSICAL REQUIREMENTS**

Physical strength/endurance to enable him/her to perform/participate in the following activities:

* Physically able to lift various materials up to 50 pounds on an occasional basis.
* While performing required job tasks, physically able to bend, crouch and reach continuously.
* While performing required job tasks, physically able to remain seated, frequently to continuously.
* While performing required job tasks, physically able to remain standing up to 15% of the time.
* Possesses dexterity abilities required to operate a computer and other office equipment to perform related job responsibilities.

 **SUPERVISION RECEIVED**: Supervised by Maintenance/Grounds Mgr

**SUPERVISORY RESPONSIBILITIES**

 **SUPERVISION EXERCISED**: General supervision over student workers.

**EXPECTATIONS**

The incumbent is expected to have or possess:

* Ability to handle highly confidential material, understanding that all University information should only be disclosed to others who have a need to know, for legitimate business reasons. Have the ability to exercise and apply sound judgment and decision-making skills as well as the ability to maintain integrity and confidentiality of data.
* Has knowledge of Microsoft Office and Google Suite software programs. Ability to quickly learn new technology and is self-motivated to stay current with emerging technologies.
* Ability to edit work for spelling and grammar, present numerical data effectively and is able to read and interpret written information. Demonstrates accuracy and thoroughness and monitors own work to ensure quality.
* Adapt to change in the work environment, manage competing demands and able to deal with frequent change, delays or unexpected events.
* Ability to accept supervision, assignments, change and correction. Proven effectiveness in dealing with a wide range of professionals, staff, and administrators.
* Ability to balance priorities to accomplish assigned tasks within the required time frame and be able to shift quickly between several tasks without loss of continuity.
* Engage in meaningful and intentional professional development appropriate for areas of responsibility and actively engage in personal and campus well-being initiatives.
* Carry out all responsibilities and objectives in professional manner.
* Accept and render constructive criticism in a professional manner.
* Adhere to the policies and procedures established by St. Edwards University.

*This document describes the general purpose, duties and essential functions associated with this job and is not an exhaustive list of all duties that may be assigned or skills that may be required.*

*I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine jobs at any time.*

Employee (Print Name): Date:

Employee (Signature): Date:

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|  | HR OFFICE USE ONLY: |
| **Approved by:** | *Signature of the person with the authority to approve the job**description* |
| **Printed Name of****Approver:** | *Printed name of the person with the authority to approve the job**description.* |
| **Date****approved:** | *Date upon which the job description was approved* |
| **Reviewed:** | *Date when the job description was last reviewed* |