

WARTBURG COLLEGE
POSITION DESCRIPTION

Position Title: Temporary Summer Groundskeeper

Preparation Date: May 28, 2019

Function of Position:

Maintain the campus grounds and vehicles.

Principal Duties and Responsibilities:

- 1) Understand and follow both oral and written directions from Supervisor.
- 2) Trim and mow lawn.
- 3) Pick up trash.
- 4) Pull weeds.
- 5) Plant, water, and fertilize flower beds and newly seeded areas.
- 6) Trim bushes.
- 7) Mulch.
- 8) Clean and maintain college vehicles.
- 9) Shovel snow near building entrances, sidewalks, stairs, dumpsters. Spread salt as needed.

Supervision:

Definite objectives are set up for the employee by the supervisor, requiring the use of a wide range of procedures. The employee plans and arranges his/her own work and refers only unusual cases to the supervisor.

Minimum Qualifications:

Must be able to add, subtract, multiply, and divide using decimals and fractions. Previous grounds experience preferred. Employee proceeds independently, working toward established objectives requiring the use of a wide range of procedures. Employee prioritizes own work and resolves unusual cases in consultation with supervisor.

Physical Demands:

Frequent sitting, standing, walking, squatting/kneeling, twisting and bending, lifting over 50 lbs. with good body mechanics and 25-50 lbs with improper body mechanics, pushing and pulling up to 100 lbs., heavy energy requirements, extensive deviation of wrist, moderate pinching, hand/wrist repetitions and fine motor skills, moderate both handedness. Requires 20/20 near vision, 20/40 far vision, color discrimination and accurate depth perception.

Application Procedure:

Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: hr@wartburg.edu. See www.wartburg.edu for further information about the college. Screening begins immediately and continues until position is filled.

Wartburg College is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from women and members of ethnic and minority groups.