



We are currently seeking a customer service, team minded professional for a **Groundskeeper** to join our Facilities Department. This position is responsible for performing work in the maintenance, care, and modification of the College's grounds and landscapes which includes the operation of electrically-powered and gasoline-powered grounds keeping equipment and machines and the use of small hand and power tools or equipment in planting, cultivating, and trimming grounds and landscaping. The Groundskeeper also performs maintenance and minor repairs on grounds keeping equipment and tools

### **Essential Functions**

#### **Principal Duties**

- Perform tasks common to the care of grounds and landscapes by seeding, watering, mulching, fertilizing, and applying chemicals to plants, trees, and lawns.
- Perform regular and directed grounds and landscape maintenance by mowing lawns with riding or push mowers; trimming and edging around trees, shrubs, ground cover, flowers, sidewalks and buildings; weeding, thinning and cleaning flower beds and other grounds by hand or utilizing proper tools and equipment.
- Perform campus-wide general maintenance and repairs by installing, removing, repairing and maintaining parking lots, athletic fields, tennis courts, lighting, posts, fences, signs, cables, etc.
- Ensure that grounds maintenance equipment and building maintenance equipment are operational by performing routine and preventative maintenance and cleaning of tools, equipment and machines within reasonable capabilities.
- Assist in the inspection of irrigation systems, including all sprinklers, valves and controllers on a periodic basis and, as required, to ensure proper operations.
- Assist in the repairs and replacement of parts and components of the sprinkler systems.
- Prepare cost estimates for new and upgraded projects, equipment, and provide input to the Manager for budget requests.
- Perform building maintenance; clean roofs, gutters, downspouts and drains, plumbing repairs, replacing defective electrical switches, light bulbs, fuses, fluorescent ballasts, etc.
- Snow and/or ice removal, operating skid steer, golf carts, and other equipment with blades and using shovels to remove snow.
- Contribute to the overall success of the campus by performing all other related duties as assigned.

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

- Ability to follow the principles of safe work practices and adhere OSHA and safety standards.
- Excellent communication skills, both oral and written, in English.
- Knowledge of the principles, methods and techniques utilized in grounds keeping.
- Hands on experience and knowledge in the safe operation of grounds keeping equipment.
- Demonstrated ability to prioritize and complete projects and assignments on deadline.
- Ability to maintain a high level of customer service
- Knowledge of Microsoft Office suite.

- Must be self-motivated, willing to work independently, and positively contribute to a team environment.
- Detail oriented while adhering to guidelines, performance standards and policies
- Must possess a strong work ethic and unquestioned personal integrity.

### **Qualifications**

- High school diploma or equivalent.
- Two years' experience in grounds keeping or landscaping.
- Willingness and availability to work additional hours, evenings and weekends as needed.
- Must possess a current valid driver's license, be vehicle insurable with a good driving record in accordance with The College of Idaho's vehicle policy.

Candidates must be authorized to work in the United States as of the expected hire date and throughout the date of the contract without sponsorship from The College of Idaho.

Candidates meeting qualifications listed above should submit a cover letter addressing their qualifications for the position, a current resume, and the names and contact information of three (3) references, two (2) management and one (1) professional to [hr@collegeofidaho.edu](mailto:hr@collegeofidaho.edu). Application review will begin January 2, 2020; applications will be accepted until suitable candidates are selected.

With over 125 years of history, The College of Idaho is a regional and national leader in higher education. The College of Idaho is an inclusive community of exceptional learning that challenges the ambitious and forges pathways to success and purpose. To learn more about The College of Idaho, please visit [www.collegeofidaho.edu](http://www.collegeofidaho.edu)

The College of Idaho is proud to be an equal opportunity employer. We are committed to attracting, retaining, and maximizing the performance of a diverse and inclusive workforce.