POSITION DESCRIPTION

TITLE: Grounds Crew Assistant - (Full-time, Contingent)

Collective Bargaining – Ineligible - Contingent
Contingent positions are not eligible to participate in collective bargaining.

JOB SUMMARY:

Grounds Crew Assistant is a skilled position in the grounds trade. Employees receive general supervision and instruction from the Grounds Supervisor or any other high level designated Physical Plant personnel. Employee in this category will be required to work in inclement weather (extreme hot, cold, dusty and other related situations). Employees will be required to perform heavy lifting, do minor repairs to equipment and operate all tools and equipment associated with grounds and other duties as required. Employee must be dependable and punctual.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the employee handbook.
- Operates tractors, mowers, weed eaters, pumps, sprayers, shovels, rakes and other miscellaneous tools and equipment (snow blowers, edgers, etc.).
- Cuts grass, edges walks, prunes shrubs and trees, cuts hedges, removes trash, repairs walks and roadways.
- Plants and maintains flowers, ground covers, vines, shrubs, and trees.
- Performs weeding, pruning, fertilizing, watering and other horticultural practices.
- Remove invasive vines and weeds.
- Mulch plants and lawns.
- Changes filters, performs preventive maintenance on equipment associated with trade.
- Repairs fences.
- Assists in setups for College related functions.

SPECIAL KNOWLEDGE AND SKILLS:

- Follows simple written and verbal instructions.
- Ability to work alone.
- Follows safety procedures and practices.
• Skills in use and care of grounds equipment.

• Skills in safe operation of equipment.

MINIMUM QUALIFICATIONS:

• Education: Completion of eighth (8th grade).

• Experience: Two years experience in the field of grounds maintenance. Additional experience can be substituted on a year to year basis up to two years of education requirements. Completed certification for horticulture or other vocational or technical school may be substituted for one year of qualifying experience.

• Must possess a valid Maryland driver's license.

• Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.