



LAKE SUPERIOR STATE UNIVERSITY

Classification Specification

FLSA Designation
NEHU

Date Issued: April 19, 1996

Department: Physical Plant

Title: Equipment/Groundskeeper

Level: IX

FUNCTION

To perform daily, routine operations in the maintenance and upkeep of the facilities, grounds, and motorpool. Operates and maintains all related equipment as assigned.

To inform the Physical Plant Directors and Managers on the immediate condition of all assigned areas. Make good practice of performing duties assigned by the Physical Plant Directors and Managers and maintaining good relations with the public and staff.

SOURCE OF SUPERVISION

Manager of Grounds, the Director and Assistant Director of the Physical Plant, and other managers as necessary.

DIRECTION EXERCISED

Directs work of student helpers as assigned; also employees in lower and higher classifications on occasion.

DUTIES AND RESPONSIBILITIES

Uses hand and power tools related to the maintenance and upkeep of lawn care, excavation, snow removal and material handling equipment. Operates light, medium and heavy duty equipment related to lawn care, excavation, snow removal and material handling.

Assists in performing overhauls and replacement of gasoline and diesel engines, hydraulic and electrical systems related to lawn care, excavation, snow removal, material handling and motorpool equipment.

Performs minor repairs to include replacement and tune ups on gasoline and diesel engines, hydraulic and electrical systems and drive trains related to lawn care, excavation, snow removal, material handling and motorpool equipment.

Performs preventative maintenance to include adjustments, calibration, lubrication and operational checks on gasoline and diesel engines, hydraulic and electrical systems and drive trains related to lawn care, excavation, snow removal, material handling and motorpool equipment.

Performs welding, fabrication, cutting, brazing and grinding related to the maintenance and upkeep of lawn care, excavation, snow removal, material handling and motorpool equipment.

Performs turf care processes to include, mowing, aeration, watering, fertilization, weed control, disease and insect control, general repair, turf grass identification and soil analysis.

Performs tree, shrub and ground cover processes to include watering, pruning, fertilization, shrub bed maintenance, disease and insect control, planting and supporting trees, flower selection and planting, tree and shrub identification.

Provides snow blowing, plowing, removal, shoveling, sanding and salting processes for all parking lots, roads, sidewalks and building access ways to maintain a safe campus environment during the snow removal season.

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Performs material handling processes to include loading and hauling of material and supplies, pick up and delivery of books, furniture, etc., assembly of furniture, arrangement and set up for clubs and special events and departmental moves.

Assists in the campus-wide recycling program.

Performs other duties as assigned, based on weather conditions and the needs of the University. Such work may include, among other assignments: assisting trades employees, assisting building attendants to perform assigned routine cleaning functions, and other special projects.

The above statement reflects the general duties considered necessary to describe the principle functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision.

Approved: _____

Signature

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JOB QUALIFICATIONS

Graduation from high school or equivalent with five (5) years experience in a lawn care, excavation, snow removal, material handling equipment or trade related operation. Must possess, or obtain within six months from date of hire or transfer, a valid Michigan Chauffeur's License Class I and a telephone contact number. Ability to work overtime as assigned.

Knowledge of flowers, grass, shrubs and trees with the ability to measure and apply herbicides, fertilizers and weed control materials while maintaining a safe environment. Must possess, or obtain within six months from date of hire or transfer, a valid Michigan Commercial Pesticide Applicator Certificate as required by the State of Michigan and have a willingness to obtain additional knowledge.

Must have a good working knowledge of heavy, medium and light equipment and the ability to operate equipment while maintaining a safe environment. Must have ability to weld, cut and fabricate metals, equipment repairs.

Must have adequate health and physical condition to handle heavy manual tasks, ability to hear the conversational voice, with or without a hearing aid as required; ability to speak and be understood, under normal circumstances; full use of arms, hands, legs and feet, or sufficient use of all limbs to accomplish assigned tasks; ability to lift and carry items weighing up to 80 lbs and ability to climb ladders.

Must have the ability to be trustworthy and maintain confidentiality; ability to read and follow written and oral directions, and to plan and work well independently or in a large group.

Department Head Signature

Date

Physical Job Requirements

Job Title Equipment/Groundskeeper **Department** Physical Plant

For activities that are performed in this position, give weight, size, percentage of time or frequency of the activity, or how many times per day/week/month it is performed, how many hours, and distance or heights involved, where each is applicable.

Key: M = Monthly; W = Weekly; D = Daily; N/A = Not Applicable or None

10%	Climbing and/or standing on ladders	2-3 x per wk	Activities requiring quick, repetitive movements (total body)
D	Climbing Stairs		Activities requiring quick, repetitive movements (hands only)
D	Reaching	D	Operating cleaning machines
D	Kneeling	N/A	Stripping and waxing floors
D	Bending/stooping	N/A	Operating floor buffer
30%	Pushing/pulling	N/A	Shampooing carpets
D	Lifting/carrying up to 30 lb weights	N/A	Vacuuming carpets
D	Lifting/carrying over 30 lb weights	5%	Washing windows, on and off ladder
D	Being on feet all day (8-hour shift)	D	Loading and unloading supplies
N/A	Being seated all day	N/A	Mopping floors
D	Moving furniture/equipment	W	Sweeping with push brooms
10%	Shoveling	N/A	Dusting furniture
N/A	Scrubbing furniture	D	Operating hand tools
D	Driving vehicles	D	Driving heavy equipment
D	Operating shop machinery	N/A	Operating kitchen machinery
N/A	Eyes focused on computer screen		Other
N/A	Long hours of travel		Other
D	Walking (indoors, outdoors)		Other