LABETTE COMMUNITY COLLEGE

FINANCE AND OPERATION-GROUNDS TECHNICIAN

Job Title:	**Grounds Technician**	**Job Number:**	**FINOPS-0016**
Department:	**Finance and Operations - Facilities**	**Job Grade:**	**13**
Reports To:	**Director of Facilities**	**FLSA Status:**	**Non-exempt**

Job Purpose and Objectives:
Responsible for the general upkeep and cleanliness of the physical plant and grounds of Labette Community College properties.

Supervisory/Management Responsibilities:

☐ Yes ☒ No This position is responsible for the supervision/leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Job Competencies: Essential Functions include the following. Duties and responsibilities, as required by business necessity, may be added, deleted, or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Schedule and shift assignments, and work location may be changed at any time, as required by business necessity.

1. Ability to perform outdoor maintenance, including snow removal, lawn mowing, and other needed outdoor maintenance
2. Weedeat, leaf blow, trim, and cut trees or bushes, and work with lawn chemicals
3. Ability to use gas-powered equipment such as chain saws, utility vehicles, weed eaters, and lawnmowers; this list is not all inclusive.
4. Assist facilities with maintenance or custodian duties as requested
5. Maintains security of buildings, grounds, and college property
6. Performs all duties necessary to preserve the cleanliness of the campus, including chalkboard maintenance, trash, floors, stairwells, painting, restrooms, and all other areas of campus
7. Additional hours may be required on occasion
8. Enforces and maintains compliance with all federal, state, and local laws and ordinances
9. Performs other duties as assigned or deemed necessary
10. Complies with all organizational and departmental policies and procedures
11. Operates all job-related equipment, machinery, tools, and other aids as required or needed
12. Protects and maintains any confidential information you have access to, whether oral, written, or electronic
13. Travel may be required to other college properties

Position Requirements and Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Requirements:

1. High school diploma or other equivalent
2. Experience in general custodial work and groundskeeping is preferred

Certifications / Licenses:

1. Valid Driver's license

Skills/Knowledge/Abilities:

1. Ability to learn complicated tasks
2. Knowledge of general custodial duties and groundskeeping
3. Excellent time management skills and ability to multitask and prioritize work
4. Ability to fulfill all duties with minimal supervision and to work independently
5. Assess situations rapidly and make logical decisions in a timely manner
6. Analyze facts and exercise sound judgment
7. Ability to effectively manage projects and multiple priorities simultaneously
8. Strong written and verbal communication skills
9. Problem-solving and critical thinking skills
10. Strong math, spelling, computer, and calculator abilities
11. Ability to communicate in a professional, calm, and courteous manner with the general public and employees
12. Attention to detail

Work Environment and Physical Demands: The work environment characteristics and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to perform the essential functions of the job, with or without accommodation.
- Must be able to work in a multi-tasked, high-volume environment.
- Daily attendance is required; schedules may fluctuate to accommodate needs, deadlines, and delivery of services. Attendance is required at position and college meetings and trainings, some of which may be out of the primary work area.
- Frequent and long periods of sitting, standing, walking, and carrying items will be required.
- Average use of computers, phones, and other position-related technology required per position.
- Ability to lift, push, pull up to 50 pounds, be outdoors in various weather, maneuver stairs and multiple steps, and use ladders.
- Ability to work outside in extreme weather conditions, including snow and ice, for removal.

Confidential and/or sensitive information, if any, is accessible to an employee to perform the duties of the job:

- ☐ Employee Information
- ☒ Organizational Information
- ☐ Customer / Contact Information
- ☐ Managerial Information
- ☐ Professional Information
- ☐ Other:

Personal contacts an employee makes with others (face-to-face and telephone) to perform the duties of the job:

- ☒ Within the immediate organization, department, office, project, or work unit, and in related or support units; and/or with members of the public in very highly structured situations
- ☒ With employees in the same organization, but outside the immediate department or division and/or with members of the public, as individuals or groups, in a moderately structured setting
- ☐ With individuals or groups from outside the organization in a moderately unstructured setting. The contacts are not established on a routine basis; the purpose and extent of each contact is different
- ☐ With high-ranking officials from outside the organization at national or international levels in highly unstructured settings

Acknowledgement:

This job description was reviewed with me and I understand that nothing in this job description restricts The Organization's right to assign, reassign or eliminate duties and responsibilities to this job at any time This job description reflects The Organization's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions This job description is not intended as a contract of employment, nor to be construed as a guarantee of employment for any specific period of time or any specific type of work I agree and acknowledge that my employment is "at will" and can be terminated, with or without cause or notice, at any time by The Organization or myself

Employee Name (Print)	Signature	Date

Supervisor / Department Director (Print)	Signature	Date

Revision History			
Revision #	**Revision Author**	**Date**	**Description of Revision(s)**
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01			
02			
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