



**JOB CODE: FC/SEA01**

## **Job Description**

Job Title: Seasonal – Grounds Maintenance  
FLSA Status: Non-Exempt – Temporary  
Grade: N/A  
Department: Administration  
Reports to: Grounds Supervisor

## **Job Summary**

This position is responsible for the maintenance, care, and modification of campus grounds and landscapes which includes the operation of groundskeeping equipment and machines, and the use of small hand and power tools or equipment as necessary. This position may also be responsible for minor repairs on buildings that may also include some custodial services.

## **Essential Duties and Responsibilities**

- Performs tasks common to the care of grounds including but not limited to mulching, fencing, chemical/fuel usage, and grounds equipment operation and maintenance
- Operate tractors, string trimmers, chain saws, hedge shears, blowers, and lawn mowing equipment
- Performs general maintenance and repairs such as light bulb replacement, trash pick-up, and others as assigned
- May be required to assist the Facilities department during campus events
- Establish a safe working environment
- Ability to wear proper attire for safety and appearance.
- Performs other related duties as assigned

## **Knowledge, Skills, and Abilities Required by the Position**

- Ability to communicate well
- Computer skills and usage
- Ability to organize work tasks and work independently

## **Working Conditions/Physical Requirements**

- Potential exposure to chemicals for landscaping applications
- Prolonged periods of walking, standing, bending, stretching, pushing, pulling, climbing ladders, or kneeling.
- Must be able to lift up to 50 pounds at a time.
- Must be able to work in a variety of weather conditions.

## **Supervisory and Management Responsibility**

- None

## **Minimum Qualifications**

- High School diploma or equivalent preferred
- Posses a valid Wyoming driver's license

**HOW TO APPLY:** Visit [www.GilletteCollege.org](http://www.GilletteCollege.org) or email your resume and GCCD application to [Dsanders@gillettecollege.org](mailto:Dsanderson@gillettecollege.org)

## **Equal Opportunity and Affirmative Action Employer**

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