



Job Description

Job Title: Grounds Specialist Crew Lead
FLSA Status: Non-Exempt – Full Time
Grade: 6
Department: Facilities
Reports to: Grounds Supervisor

Job Summary

This position will assist in the maintenance of the campus grounds including snow removal, landscaping, maintenance of the grass, routine repairs, and maintenance of fixtures. This position is the crew lead for the grounds seasonal employees and must be able to lead others in a positive and professional manner. The supervisory duties include planning, record keeping, prioritizing tasks, responsibility for decision making, supervision, and coordination of staff.

Essential Functions *(Employees of the District must be able to perform, with or without reasonable accommodations, the essential functions of the position as detailed in this section.)*

- Lawn maintenance, snow removal, landscaping, irrigation, pruning, and trash clean up.
- Maintenance of grounds including lawn maintenance, snow removal, landscaping, irrigation, and trash clean up
- Direct the work of grounds employees and seasonals as directed by the grounds supervisor
- Care and maintenance of equipment
- Respond to emergency calls including emergency on-call
- Other duties as assigned

Minimum Qualifications *(Employees of the District are required to possess a minimum proficiency level of English, both written and spoken, that will enable them to communicate safely, effectively, and efficiently with students, co-workers, and the public.)*

- High school diploma or GED equivalent.
- Possess a valid Class C driver's license.
- Previous work experience consistent with the position.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities.

Preferred Qualifications

- Pesticide applicator license and commercial applicators license is preferred or the ability to obtain within 90 days of employment.

Competencies for Successful Performance

Knowledge of:

- Grounds care, chemical usage, and grounds equipment operation and maintenance.
- Pesticides, herbicides, horticulture, tree care and mulching.
- Irrigation systems and repair.
- Applicable local, state and federal regulations.
- Office procedures, methods and computer equipment and programs.
- Work safety principles and practices.

Ability to:

- Operate tractors, front end loaders, skid steer, snowplow, and lawn mowing equipment.
- Effectively communicate.
- Understand and follow safety procedures and establish a safe work environment.
- Organize work tasks and work independently.
- Meet work schedules and deadlines.
- Understand and follow oral and written directions.
- Maintain the confidentiality of information and professional boundaries.

Skill in:

- Welding.
- Mechanical and motor repair.
- Performing various duties, frequently changing from one task to another.
- Interpersonal skills necessary to develop and maintain appropriate and effective relationships in the workplace.

Supervisory and Management Responsibility

- Supervisory responsibility over seasonal employees as directed by the Grounds Supervisor.

Physical Demands *(The physical demands described below 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 qualified individuals with disabilities to perform the essential functions.)*

- Work mostly consists of outdoors in various weather conditions.
- Ability to lift and carry up to 50 pounds.
- Occasional evenings and weekends, including on-call and emergency call outs.

How To Apply:

In order for applications to be complete they must contain: a cover letter, resume, GCCD application (found online at <https://gillettecollege.org/careers>), and copies of graduate (if applicable) and undergraduate transcripts. Official transcripts will be needed prior to an interview. Email all application documents to hrteam@gillettecollege.org.

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