

Seward County Community College
Structured Compensation - Job Description
Maintenance II/Landscape

Data Year: 2017

Prepared On: 11/14/2017

Department:	Facilities	Grade:	8
Reports To:	Dir of Bldg, Grounds, Security	Classification:	Non-Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:	R Scheib	Effective Date:	05/24/2014
		Revised Date:	05/24/2014

Role:

Landscape or maintain grounds of property by using hand or power tools or equipment. Typically performs a variety of tasks, which may include any combination of the following: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, sprinkler installation, and other duties as assigned.

Essential Functions & Responsibilities:

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|---|----|--|
| E | 0% | 1. Care for established lawns by mulching, aerating, weeding, grubbing, removing thatch, and trimming and edging around flower beds, walks, and walls. |
| E | 0% | 2. Mix and spray or spread fertilizers, herbicides, or insecticides onto grass, shrubs, and trees, using hand or automatic sprayers or spreaders. |
| E | 0% | 3. Mow and edge lawns, using power mowers and edgers. |
| E | 0% | 4. Plant seeds, bulbs, foliage, flowering plants, grass, ground covers, trees, and shrubs, and apply mulch for protection, using gardening tools. |
| E | 0% | 5. Attach wires from planted trees to support stakes. |
| E | 0% | 6. Decorate gardens with stones and plants. |
| E | 0% | 7. Maintaining irrigation systems. |
| E | 0% | 8. Snow removal. |
| E | 0% | 9. Debris/garbage pick-up of entire property. |
| E | 0% | 10. Able to work in all weather conditions. |
| N | 0% | 11. Perform any duties delegated by Landscape Supervisor. |

Performance Measurements:

1. Safety and Security-Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.
2. Attendance/Punctuality-Consistently at work and on time.
3. Quality of Work-Assures accuracy, thoroughness and reliability of results in the work product.
4. Job Knowledge-Demonstrates a comprehensive understanding of the knowledge required to complete job responsibilities.
5. Dependability-Can be depended on to plan and complete work assignments as required.

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6. Organization-Demonstrates ability to plan and establish priorities to achieve job objectives. Manages workload in an organized manner.
7. Public Relations-Ability to interact with students and public both internally and externally.
8. Initiative-Is a self-starter. Ability to proceed without being told every detail.
9. Appearance-Personal habits, clothing and grooming meets requirement for the position.
10. Work Area/Safety-Organized work area and follows prescribed safety measures as set forth by the supervisor, department, and college.
11. Work Ethic-Punctual, absences and tardiness reported timely, maintains confidentiality of privileged information, possesses honesty and integrity. Loyal to workers and college.

Knowledge and Skills:

Experience	Six months to five years of similar or related experience.
Education	A high school education or GED. Must possess a valid Driver's License.
Interpersonal Skills	Work normally involves contacts with persons beyond immediate associates generally regarding routine matters for purposes of giving or obtaining information which may require some discussion. Outside contacts take the form of service to the public (students, visitors or vendors) requiring ordinary courtesy in providing assistance and information.
Other Skills	<p>Knowledge, Skills, and Abilities:</p> <ul style="list-style-type: none">(a) Knowledge of mowers, weed eaters, and various lawn care equipment.(b) Knowledge of how to use certain pieces of industrial construction equipment in order to complete projects.(c) Repairing broken tools.(d) Able to lift, push/pull heavy objects.(e) Works well in group problem solving situations; uses reason even when dealing with emotional topics.(f) Strives to continuously build knowledge and skills; shares expertise with others.(g) Exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.(h) Adapts to changes in the work environment; able to deal with frequent change, delays or unexpected events.(i) Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations.(j) Ability to add, subtract, multiply, and divide in all units of measure, using whole number, common fractions, and decimals.
Physical Requirements	Physical requirements are based on an 8 hour work day and may vary slightly.

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Sitting for a period of 1/2 hours at one time with a total of 1 hours.
Standing for a period of 2 hours at one time with a total of 2 hours.
Walking for a period of 3 hours at one time with a total of 5 hours.
Lifting up to 10 lbs continuously and 1-100 lbs frequently.
Carrying up to 10 lbs continuously and 1-100 lbs frequently.
Repetitive Action: use of right and left hand for simple grasping, pushing and pulling, and fine manipulation.
Bending, squatting, crawling, climbing, and reaching above shoulder level frequently).
Exposure to marked changes in temperature, moving machinery, dust, fumes and gases.
Driving of automotive equipment.

Work Environment Regular exposure to unfavorable environments such as weather, body fluids, toxic laboratory & industrial chemicals, or confined, dirty and noisy locations. May be required to use personal protective equipment such as masks, coats, gowns, boots, goggles, gloves, or shields.

SOC 37-3011

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

Printed Employee Name

Date

Employee Signature