

New Mexico Highlands University
JOB DESCRIPTION

JOB TITLE: Grounds Keeper I

Salary \$7.50/hr.

Department: Facilities

Job Type: TEMPORARY

Reports to: Lead Grounds Keeper

FLSA: Non-Exempt

PURPOSE OF POSITON: The purpose and function of this position is to perform a variety of tasks associated with keeping NMHU's grounds well maintained, clean, safe, and visually pleasant/groomed for all students, faculty, staff, and the general public.

Duties & Responsibilities:

- Cuts and waters vegetation areas, rakes and picks up trash, leaves, branches, debris multiple times per day, aerates turf, snow removal, maintains turf, pruning, installs small shrubs and trees, general landscaping, and installs and maintains gravel and other areas, power washes sidewalks as needed;
- Report to an early work shift beginning at 5:00am for snow removal purposes and/or a late afternoon shift as needed;
- Install parking barriers and signs as needed;
- Operate bobcat and backhoe;
- Report any irrigation leaks and identifiable grounds problems (i.e., trip hazards) to Facilities Management as soon as possible;
- Fill in for other grounds personnel when they are out;
- Attend mandatory trainings as needed;
- Perform recyclable/waste management duties as needed;
- Pick up and deliver items as needed;
- Interact professionally with the public;
- Communicate routinely with Facilities personnel regarding work related matters;
- Maintain and keep shop(s) well organized;
- Fabrication of some parts needed for irrigation;
- Assist with concrete work and sidewalks;
- Perform daily maintenance on equipment including greasing, checking fluid levels, checking hydraulic lines, sharpening blades and other miscellaneous tasks.
- Maintain regular attendance
- Perform other related duties as assigned

Minimum Qualifications:

- Education: None
- **Experience: Six (6) months experience in grounds or maintenance related work.**

Special Requirements:

- Must be willing to work evenings, weekends, holidays, odd hours, and emergency calls.
- **Must possess and maintain a valid New Mexico Driver's license.**

Knowledge, Skills, and Abilities:

- Ability to understand and carry out verbal and written instruction.
- Knowledge in properly handling hazardous chemicals and materials.
- Ability to read and write effectively.
- Ability to understand, follow and enforce safety procedures.
- Ability to use hand and power tools applicable to trade.

Physical Requirements:

- Lifting 0 to 50 pounds..... Frequently
- Lifting greater than fifty (50) poundsOccasionally
- Standing.....Frequently
- Walking..... Frequently
- Bending..... Frequently
- Squatting..... Frequently
- Climbing Frequently
- Kneeling Frequently

Environmental Factors:

- May be exposed to hazardous chemicals and materials.
- Work in dirty/dusty conditions.....Frequently
- Work in noisy conditions.....Occasionally
- Work around fumes and odors..... Frequently
- Work in all weather conditions.....Frequently
- Work in poorly lit areas.....Occasionally
- Work on elevated heights.....Occasionally

APPLICATION PROCEDURE: Candidates must submit a University Employment Application.

References will be contacted in conjunction with interviews. Submit materials to:

**New Mexico Highlands University
Human Resources
Groundskeeper Search
Box 9000
Las Vegas, NM 87701**

Email applications will be accepted: jobs@nmhu.edu

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