

Job Announcement

Job Title: Grounds Keeper

Department: Facilities Management

Reports To: Director of Facilities

Pay Status: Non-Exempt

Position Status: Full Time

Approved By:

Justin Coalley

Position Summary:

Duties consist of general grounds keeping task including but not limited to the following essential duties and responsibilities:

- Mow Turf, edge walkways and beds, and use blower to clean sidewalks and other areas
- Use line trimmers for turf maintenance in areas which are inaccessible to lawn mowers
- Rake leaves, clean beds and install mulch
- Dig holes to plant shrubs, tree, and other landscaping
- Fertilize turf, shrubs, and trees as directed
- Pressure wash and maintain hard-scape areas
- Perform other related duties as assigned
- Be capable of lifting and carrying at least 50 pounds
- Be able to lift, push, and pull a variety of tools and equipment
- Work in compliance with safety-related rules and regulations
- Ability to understand and carry out oral and written instructions
- Be able to operate or learn to operate basic landscape tools and equipment
- Work in conjunction in other fields of maintenance department to accomplish task when needed
- Be self-motivated and able to work with limited supervisions
- Be able to work without adverse reaction to dust, pollen, poison ivy, and other common nuisance materials encountered during the performance of grounds keeping duties

Knowledge, Skills, and Abilities: The Grounds Keeping Employee must exhibit a positive attitude and strong work ethic and the ability to learn grounds keeping job skills. The Groundskeeper must have the ability to work well with limited supervision and to appropriately organize their time and materials to function efficiently. Performance of job duties may require driving a Truett McConnell University vehicle. If so, a current driver's license is required as well as acceptance by Truett McConnell University's automobile insurance company.

Minimum Education & Experience Requirements: GED or higher. Experience within the field is requested.

Application Submission Process:

Please submit completed TMU application and resume to:

**Justin Coalley, Director of Facilities
Truett-McConnell University
100 Alumni Dr., Cleveland, GA 30528**

Deadline to submit resumes: **Open until filled.**

Truett McConnell University does not illegally discriminate against any individual for reasons of race, color, national origin, age, disability, or veteran status; however, the University may discriminate on religious grounds in its employment practices in order to fulfill its mission. It is the policy preference of Truett McConnell University to hire employees who are Christians, active in their churches and supportive of the goals of the University. Preferences in hiring exist for persons of the Southern Baptist faith. The University is also committed to building a more ethnic and racially diverse faculty.