Landscape and Grounds Assistant

DESCRIPTION OF JOB:

This individual reports directly to the Building and Grounds Coordinator. Duties may include varied aspects of building maintenance with a focus on landscape and grounds duties. This position is designed for a technician who can work both as a team member and independently without direct supervision in order to improve the overall appearance of the campus landscape and grounds and other assigned duties. Strong customer service skills are essential. Successful candidates will have a good work ethic, possess good attitude and initiative and the desire to continually improve process and performance in the Facilities Operations department.

Successful candidates will have a demonstrated commitment to promoting diversity, inclusion, and multicultural competence in an educational and work environment and must be willing to contribute to the College’s strategic plan of inclusion.

Responsibilities:

This position is responsible for the maintenance and improvement of all campus grounds, outdoor recreational facilities, side-walks, streets, parking lots and other related areas. This includes maintenance of grounds on Monroe Street (excluding campus school and high school) and Deming Way Campus. Supervision of student labor is a key part of this position.

- Mowing lawns with both hand mowers and small tractors.
- String trimming of bushes, trees and other plantings.
- Hand weeding of flower gardens, islands, terraces and other planting areas on campus.
- Large scale weeding for areas susceptible to invasive species.
- Assist with plantings of flowers, trees, shrubs, etc. as well as watering, pruning and general upkeep.
- Inspection of work provided by student labor and direction of corrective measures to ensure satisfactory performance.
- General maintenance on equipment such as oil changes, sharpening blades, washing, etc.
- Winter maintenance of the grounds requires snow shoveling, deicing and operation of snow blowers and other snow equipment as needed.
- Pick up litter on grounds and empty trash containers as necessary.
- Compliance with all safety rules and regulations set forth in the Staff Manual. This position must become familiar with safety procedures and report all hazards or infractions to the Director of Facilities Operations and the Environmental Health, Safety and Risk Specialist.
- Assist with maintenance of the health and appearance of the trees, plants, lawn and shrubs which may require chemical applications, weed removal, fertilization, watering, wrapping young trees, pruning and removal of trees and shrubs. This work may be done internal or hired out.
- Compliance with all safety rules and regulations set forth in the Staff Manual. This position must become familiar with safety procedures and report all hazards or infractions to the Director of Facilities Operations and the Environmental Health, Safety and Risk Specialist.

Provide assistance to other maintenance technicians or student workers at the request of the Building and Grounds Coordinator.

- Reporting all hazards, defects, deterioration and wear and tear of the facilities and grounds to the Building and Grounds Coordinator.
- Ensuring that the rules and regulations of the College, policies and procedures of the Facilities Operations Department, and all safety regulations, are known and observed by staff.
- Performing other routine work of the Facilities Operations Department as assigned by the Building and Grounds Coordinator.
• Provide back up to other maintenance staff.
• On-call availability for weekend rotation as well as times necessary for snow removal.

**Necessary Education or Work Experience:**

• Minimum of three years of landscape and grounds experience is preferred.
• Knowledge of preventative maintenance on landscape and grounds equipment

**Required Knowledge and Skills:**

• Some working knowledge of interior and exterior building components.
• Computer literacy including some proficiency with Microsoft Excel and Word; ability to learn other software quickly.
• Ability to effectively communicate verbally and in writing and to take instructions from either.
• Ability to express ideas effectively.
• Ability to work effectively with other members of the department, and meet the public well.
• Walking, bending, lifting may be required.
• Attend meetings, seminars and workshops as required.
• Ability to be on call for urgent or emergency situations on a rotating basis.
• Possession of a valid Wisconsin driver’s license as it will be necessary to drive to the Deming Campus and occasionally other places.
• Any understanding of Spanish, a plus.

**Required Technology Skills:**

• Overall Proficient skill-level in Microsoft Office, which includes: Word, Excel, Power Point, Outlook, and basic computer concepts
• Knowledge of SharePoint is a plus
• Willingness and ability to learn new software

**Other Qualifications:**

Demonstrate multicultural competence – the awareness, knowledge, and skills needed to work with others who are culturally different from self in meaningful, relevant, and productive ways.

The candidate must actively support the mission of the college by working with faculty, staff and students to share in our core values - truth, compassion, justice, partnership, and community.

**To apply:**  Send a letter of application, resume, and references to:

Edgewood College
Human Resources – **LGA2**
1000 Edgewood College Drive
Madison, WI 53711

E-mail: humanresources@edgewood.edu

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