



Allentown, PA

Title: Lead Worker/Grounds
Supervisor: Grounds Manager
Classification: Service Personnel, full-time, non-exempt

Overview: Under the general supervision of the Grounds Manager (or a designated supervisor), the Lead Worker/Grounds plans, supervises and performs grounds upkeep and miscellaneous related repair, oversight of, and maintenance of grounds equipment. Responsibilities include daily organization of work flow and assisting with scheduling. Operational and administrative supervision is exercised over a group of up to twelve (12) people. Evening and weekend work will be scheduled throughout the year.

Characteristic Duties and Responsibilities:

1. Instruct staff in proper and safe methods of grounds care, maintenance and clean up.
2. Assist with setting goals for performance and deadlines for grounds staff in ways that comply with Muhlenberg College's plans and vision.
3. Schedule and assign individual and group work assignments throughout the grounds department. Communicate with grounds staff regarding assignments and upcoming events.
4. Maintain safe and healthy workplace by establishing and enforcing standards.
5. Conduct informal and formal counseling on work issues, prepare documentation for disciplinary action and improvement plans for deficiencies, and recommend performance recognition and disciplinary action.
6. Control expenses by gathering and submitting budget information; monitor variances and correct if problems arise. Track and record inventory of landscape products.
7. Obtain best price/delivery date and order materials as required. Follow established purchasing rules in the use of purchase orders. Keep track of outstanding material requisitions.
8. Mow, trim, and edge lawns and beds as needed. Ability to judge the timing and labor needed to complete the work is required.
9. Prune and thin shrubs, hedges and trees.
11. Snow and ice removal using equipment ranging from shovels to front end loaders. Assign snow removal tasks based on Muhlenberg College's priorities and policies.
12. Collaborate with appropriate departments in advance of campus events requiring grounds support in use of athletic fields, or in preparing campus grounds for special events such as Commencement, Alumni Weekend, etc.

Qualifications:

- A. A high school diploma or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired is required.
- B. A valid PA driver's license.

- C. One (1) year of supervisory experience is highly desirable. Willingness and ability to communicate well with others and contribute to the overall team effort required.
- D. Knowledge of salting and de-icing techniques and equipment, and the ability to understand timing and scheduling of such work.
- E. Knowledge of, and experience with, proper horticultural practices, techniques and tools is required.
- F. Knowledge of grounds construction and repair, such as seeding of lawns, plant installation, and some hardscape is required.
- G. Knowledge and ability to run all types of power equipment from push mower to snow blower to skid steer is preferred.
- H. Current PA Department of Agriculture Pesticide License in Cat 06 and Cat 07 is preferred

Note: Grounds positions are required to work in inclement weather. All ground positions are considered essential personnel and are required to work even when storms may have closed the offices of the College. Grounds positions are subject to call outs to provide needed services.

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