

**MUHLENBERG COLLEGE
ALLENTOWN, PA**

Position Title: Lead Worker/Grounds

Supervisor: Grounds Foreman

Classification: Plant Operations

GENERAL DESCRIPTION: The Lead Worker/Grounds position requires the planning, supervision and performance of grounds upkeep and miscellaneous related repair, preventive maintenance of College grounds equipment. Evening and weekend work will be scheduled from time to time. All ground positions are on 24 hour a day call out to provide needed services.

SPECIFIC DUTIES, RESPONSIBILITIES AND REQUIREMENTS:

1. Assists in directing, Coordinating and scheduling grounds maintenance work.
2. Collects and checks time and material records for accuracy. Assists in keeping proper records for operations projects and prepare related reports for supervisor.
3. May make recommendations for the selection of grounds equipment and materials.
4. Assists Grounds Foreman in proper training of new groundskeepers.
5. Assists in the preparation of employee performance evaluation. Prepares and submits accident reports in supervisor's absence.
6. Inspects work assignments of immediate crew for quality control and completion of tasks.
7. May act in the absence of the supervisor.
8. Weeds out undesirable plant species from ornamental plant beds by hand or with use of rake, hoe or appropriate hand tools.
9. Mows and edges lawn areas with small power mowers and edgers.
10. Waters lawns, shrubs, ground cover by use of appropriate manual or automatic Systems or hoses when necessary.
11. Prunes and trims shrubs and plants with appropriate hand tools, pole pruners, etc.
12. Picks up trash and debris in assigned areas by hand, vacuum, sweeper or power blowers.
13. Rakes and sweeps leaves and other debris from shrub beds and branches or other trash from wooded or otherwise assigned areas.
14. Washes down sidewalks and/or shoves mud and debris from walkways, roads, porches and outdoor terraces in order to keep campus in a clean and sanitary condition.
15. Drives tractors, operates power trimmers, vacuums, blowers, trenchers, rotor tillers and other similar pieces of machinery.
16. Fertilizes ornamental plants and turf by hand or with use of mechanical spreaders
17. Line painting on athletic fields, repair all goals, and equipment for Athletics

18. Loads, unloads, moves and carries grounds related supplies and equipment. Assists tree trimmers, construction crews and other grounds related specialty teams in manual labor task assignments.
19. Snow and ice removal.
20. Assesses pest problems in assigned areas and reports to supervisor.
21. Performs other duties as required.

SUPERVISION RECEIVED:

General supervision is received from the Grounds Foreman or a designated supervisor.

SUPERVISION EXERCISED:

Operational and administrative supervision is exercised over approximately one (1) to five (5) employees.

ENTRY QUALIFICATIONS:

1. A high school diploma or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired is required.
2. A valid PA driver's license.
3. A horticultural background with experience in but not limited to pruning and thinning of shrubs, trees; landscaping, and gardens.
4. Must be experienced in all phases of grounds maintenance, including:
 - a. knowledge of plants and turf grasses and their care
 - b. operation of power equipment related to grounds maintenance
 - c. automatic lawn irrigation system installation & maintenance
 - d. fertilizing, renovation, and aerification
 - e. insect and disease control in lawns and plants
5. Must be able to train, and oversee performance of, grounds personnel in all of the above operations. Communication skills, both written and oral, are required.
6. Ability to figure fertilizer formulations is required. Must know basic chemicals and what they control.
7. Should have knowledge of safety procedures related to hazardous chemicals.
8. One (1) year of supervisory experience is desirable.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.