



ALLENTOWN, PA

Position Title: Groundskeeper
Department: Plant Operations
Supervisor: Grounds Manager
Classification: Full-time, non-exempt

The Groundskeeper position requires grounds upkeep, snow and ice removal, miscellaneous repair and preventive maintenance of College grounds equipment, and moving and set-up of furniture. This job description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of this position, and is not intended to exclude other duties that are of a similar nature or level of difficulty. The supervisor retains the right to assign, direct and control the work of employees under supervision. Work direction may come from the Grounds Manager or a designated Lead Worker.

Characteristic Duties & Responsibilities:

Responsibilities include, but are not limited to:

- A. Mow and trim lawns
- B. Prune and thin trees, shrubs, and hedges
- C. Grounds construction and repair
- D. Daily trash clean-up
- E. Move and install student furniture and office furniture
- F. Set-up and take down for special events
- G. Snow and ice removal
- H. Minor road and sidewalk repairs
- I. Other maintenance and cleanup duties as assigned

Qualifications:

- 1. Ability to comprehend written and oral instructions
- 2. A valid PA Driver's License
- 3. One year of experience required; 2 years of landscape or horticulture preferred
- 4. Experience with skid steer loader, front end loaders, and chainsaw a plus

Physical Requirements:

- Frequent carrying and/or lifting of up to 50 pounds
- Full use of all extremities
- Frequent bending/squatting and kneeling
- Occasional lifting of items over 50 pounds, up to 100 pounds
- Constant walking and standing

Work Environment:

Most work assignments require working outdoors in all seasons and all types of weather conditions. Evening and weekend work will be scheduled from time to time. All grounds positions are subject to call-out to provide needed services. Groundskeepers are considered "essential personnel" - during weather emergencies when essential personnel are required to report, groundskeepers must report to work or be subject to disciplinary action.

Muhlenberg College is an Equal Opportunity Employer. All employees are expected to support Muhlenberg's commitment to function as a diverse, caring, inclusive community.