BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Senior Groundskeeper

DEPARTMENT: Physical Plant

FUNCTION: Performs all grounds maintenance tasks including taking care of trees, shrubs, turf, and athletic fields. Responsible to operate Grounds’ equipment properly following safety procedures at all times. Coordinates projects as needed. Ensures roads, parking lots and walkways are safe for use at all times.

REPORTS TO: Grounds Supervisor

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Performs all grounds tasks including mowing, aerating, fertilizing, plant care, litter pickup, leaf collection, and vegetation control and applies pesticides as needed.
2. Coordinates projects as needed such as landscape bed maintenance, installing traffic posts & signs, patching asphalt, soil moving, turf repair, gutter cleaning, hooking up equipment attachments, etc.
3. Recommends and assists in landscape beautification projects.
4. Maintains all roadways, parking lots, walkways, athletic fields, and areas of water.
5. Ensures sound operation of all grounds equipment, including operating front loader, and assists in maintenance and repairs as needed.
6. Responsible to work in inclement weather conditions including snow removal and surface salting.
7. Responsible for performing work orders such as coordinating pickup and delivery of materials both off and on campus.
8. Maintains daily work journal of all tasks completed.
9. Must learn to operate all grounds vehicles and equipment safely and to maintain and clean equipment regularly.
10. Performs additional tasks or duties as assigned by the Grounds Supervisor or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college
mission and practices an open door policy. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

**Education:** High School/GED Diploma required

**Experience:** 2 years of landscaping or grounds maintenance experience required.

**Other:** In addition, must:

- Have a valid New Jersey driver’s license
- Be capable of labor intensive work (lifting 90 lbs., planting trees, etc.)
- Be able to bend and kneel
- Read, write, and speak English and understand material data sheets
- Be able to climb stairs and ladders, use hand tools, work in hot and cold temperatures, and wear protective equipment including eye glasses, gloves, hard hat, and coveralls.
- Be able to see small objects, work alone, and twist objects.

*Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.*

Submitted by: ___________________________ Date: ____________
Name/Title

Approved by: ___________________________ Date: ____________
Name/Title

Reviewed by: ___________________________ Date: ____________
Human Resources

Board Approval: __________________________ Date: ____________
Board Approval

**THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE**