

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

Title: **Athletics Facilities Groundskeeper 2** Department: **Facilities Management**

Robert Cash 12/15/11  
Prepared by date Approved by date

**Supervision received:** Athletic Facilities Groundskeeper 1, Facilities Management Services Supervisor and the Director of Facilities Management.

**Supervision given:** Student Workers

### Expectations for all employees

Oklahoma Baptist University achieves its mission based upon its core beliefs. All employees are expected to support these core beliefs and model them in their performance:

- *Commitment to the essentials of the Christian faith.*
- *People are treated with dignity and respect.*
- *Relationships are built on honesty, integrity, and trust.*
- *Excellence is achieved through teamwork, leadership, and a strong work ethic*
- *Efficiency is achieved through wise management of human and financial resources.*

### Purpose

Assist the Athletic Facilities Groundskeeper 1 in maintaining the overall appearance and safety of the OBU athletic fields and the areas around them. This includes the care of turf grass and trees.

### Essential functions

- Maintain turf grasses. This includes; but is not limited to: laying sod, over seeding, fertilizing, mowing, edging, weed eating and treating with herbicides.
- Maintain parking lots.
- Installation and maintenance of irrigation systems.
- Pick up litter and empty trash cans at and around the athletic fields.
- Maintain shrubs and trees. This includes; but is not limited to: planting, watering, and pruning.
- Assist in trenching, digging and back filling of holes and ditches.
- Assist in ice and snow removal. This may require an early a.m. work schedule.
- Maintain tennis and track surfaces.
- Assist in any construction related to or adjacent to the athletic facilities.

### Other duties

- Any additional duties assigned by the Facilities Management Services Supervisor or the Director of Facilities Management.

## Qualifications

### Knowledge

- Basic knowledge of turf grass maintenance.
- Basic knowledge of the maintenance of grounds equipment.
- Horticultural knowledge preferred.

### Abilities

- Effectively and professionally communicate with co-workers, students, faculty and administration.
- Ability to sit, stand, walk, climb, bend, kneel and grasp for extended periods of time.
- Safely lift 80 lbs.
- Work extended periods of time in a non-environmentally controlled setting indoor and/or outdoor.

### Education

- High school diploma or GED required.
- This person will be required to attend seminars and classes as deemed necessary by their supervisor.

### Experience

- Two years in grounds and athletic field maintenance preferred.

### Equipment

- Experience operating push mowers, riding mowers, edgers, weed eaters and hand tools required.
- Ability to operate an aerator, over seeder, top dresser, tractor, backhoe, trencher, bucket truck, dump truck and chain saw preferred.

### Special Requirements

- Must possess and maintain a valid Oklahoma Drivers license.
- This position is designated as a safety sensitive position and employment is contingent upon results of a drug test based on OBU's Drug Testing Policy.
- This person will be required to work overtime, and or, adjust their schedule as needed when it is deemed necessary by their supervisor. This person must be willing to be subject to call at any time, day or night.

**Complete this section after reviewing the description with the employee.**

*OBU requires that supervisors review the job description with the position incumbent during the New Employee orientation and the annual performance evaluation.*

The job description was reviewed during  New Employee Orientation  Performance Evaluation\* .

Employee signature

Date

Supervisor signature

date

*\* If the job description needs to be revised, attach changes to the performance evaluation and submit to the Human Resources Office.*

\_\_\_\_ New  Revision: \_\_\_\_\_ FLSA: non-exempt *HR Office only* IPEDS: \_\_\_\_\_ Sal/Grd assignment: \_\_\_\_\_

PRN(s) \_\_\_\_\_