

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: **Groundskeeper I**

Department: **Facilities Services**

Supervision received: FS Supervisor - Ground and Athletic Fields

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

Maintain the overall appearance and safety of the OBU (OKLAHOMA BAPTIST UNIVERSITY) Campus. This includes the care of turf grass, trees, shrubs, flowers, etc.

Essential functions

- Maintain turf grasses. This includes planting, fertilizing, mowing, edging, weed eating and treating with herbicides.
- Maintain flowers, shrubs, hedges, and trees. This includes planting, watering, and pruning.
- Participate in maintaining the arboretum to obtain and maintain accreditation.
- Participate in activities leading to and maintaining Tree Campus USA recognition
- Install and maintain irrigation systems.
- Pick up litter and empty trash cans on Campus.
- Assist in trenching, digging, and back filling of holes and ditches.

Other duties

- Any additional duties assigned by the Grounds & Athletic Fields Supervisor or the Director of Facilities Management.

Qualifications

Required

- Basic knowledge of Horticulture.
- Basic knowledge of the maintenance of ground equipment.
- Basic knowledge of turf grass maintenance.
- 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.
- High school diploma or GED.
- Must attend seminars and classes as deemed necessary by their supervisor.
- Experience operating push mowers, edgers, weeds eaters, and hand tools.
- Must possess and maintain a valid Oklahoma Driver's 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.
- Must be an active member of a local evangelical church.

Preferred

- Two years in ground maintenance.
- Ability to operate a riding mower, tractor, backhoe, trencher, bucket truck, dump truck,Á and chain saw.

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