

## POSITION VACANCY

**POSITION:** Groundskeeper/Shuttle Driver  
**GRADE:** 29  
**DEPARTMENT:** Facilities/Grounds  
**REPORTS TO:** Grounds Manager/Facilities Director  
**Hours:** Monday thru Friday 8:00/4:30

**JOB FUNCTION:** Maintain College Grounds on Campus and Betzler Fields. Provide Shuttle Service to Students, Faculty, Staff and Guest of the College as needed.

### **ESSENTIAL ELEMENTS:**

1. Mow the Lawns, prune the bushes and trees, edge sidewalks and give the grounds a manicured look.
2. Responsible for operating various landscape equipment
3. Maintain and prepare all athletic fields for practices and games. (Striping fields, grooming infields, cleaning dugouts, etc)
4. Perform lawn maintenance such as: Aerating, Seeding, Topdressing, Fertilizing and applying Pesticides
5. Maintain all Turf fields (Grooming, Lining, Plowing, etc.)
6. Collaborate with supervisor and grounds team to make sure the grounds on campus and athletic fields are always properly cared for
7. Take on special landscaping or planting projects as deemed necessary by Grounds Manager
8. Perform regular maintenance and minor repairs on all lawn care equipment and tools
9. Operate snow removal equipment during the winter to keep all of the walkways, building entrances and parking lots cleared and safe
10. Responsible for driving college Shuttle Bus when needed
11. Responsible for transporting students from off-site locations to the main campus and main campus back to off-site destinations.
12. Responsible for transporting student athletes from campus to college's athletic complex or other destinations
13. Responsible for transporting college clubs and organizations to events requested by such clubs
14. Responsible for Transporting Guest of the College to requested Locations
15. Weekend work is required (as assigned) during all 12 months of the calendar year.
16. Starting a shift early or remaining late after shift has ended is required (as assigned) during all 12 months of the calendar year

### **NON-ESSENTIAL ELEMENTS:**

1. Performs other duties as assigned.

**REQUIRED SKILLS, EXPERIENCE AND TRAINING:**

A valid CDL, Class B with passenger endorsement is required or must be obtained within 1 year of hire date. Employees must present an Abstract of Driving Record and continuously maintain a record clear of any traffic and moving violations. Random physicals and drug testing is required in accordance with DOT regulations. The ability to sit for long periods of time, bend, stretch, stoop, reach, climb, walk, and lift 60-75 lbs. on a regular basis. Previous driving, maintenance and grounds experience is required. A valid category 23 pesticide/chemical license is required or must be obtained within 1 year of hire date.

**INTERESTED CANDIDATES PLEASE EMAIL RESUME AND COVER LETTER TO [hrjobs@kings.edu](mailto:hrjobs@kings.edu).**