

WESTMONT COLLEGE

Athletic Field Groundskeeper Grounds

POSITION SUMMARY: Responsible for the maintenance of athletic and practice fields including soccer, track and baseball.

QUALIFICATIONS: Requires a High School graduate/equivalent and minimum of 2 years' experience in athletic field or golf course maintenance. Additional requirements include: ability to speak/read and follow instructions in English; valid CA DL and acceptable DMV driving report; basic math skills to calculate volume and measure materials precisely; working knowledge of MS Office; ability to coordinate maintenance projects with athletic field use schedules; good interpersonal and communication skills to communicate effectively with coaching staff both verbally and in writing; cooperative, teachable spirit; ability to operate hand and power tools, tractors, trenchers, aerator, and riding and walk-behind mowers; ability to work in all weather conditions for extended periods in environment containing dust, odors, rain, wind; ability to work while bending and stooping for extended periods; ability to work well on a team and independently; ability to relate well to others, faculty, staff and students. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required and reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

RESPONSIBILITIES:

Inspects and monitors athletic fields and performs a wide variety of landscape, turf, as well as athletic field maintenance using industry recognized practices. These include but are not limited to: turf maintenance including over seeding; trimming & edging around walkways, flowerbeds, benches, and walls with power and manual equipment; applying fertilizer as needed; aerate turf as needed; prune shrubs & trees to shape and improve growth or remove damaged branches, or twigs; weeding flowerbeds, shrub areas, and all other areas as required; cutting and removing branches, wood, and tree stumps; preparing soil for planting, removing dirt, rocks, or gravel.

- Also paints lines, maintains baseball infield and performs mound repair as needed. Protects and repairs fields after special events.
- Assists in irrigation system tests and adjustments, seeing that repairs are made by others as needed. Oversees the work of PT student workers as needed
- Assists in supporting and set up for special event activities and emergency situations as directed.
- Maintains a log of daily, weekly, monthly grounds duties including mowing, fertilizing, and irrigation schedules. Operates a ride on mower.

At times may be required to perform other duties as needed such as moving and storage of furniture, supplies and equipment, equipment maintenance, cleaning of storage areas, etc.

Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.

Performs all other duties as assigned.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to reach with hands and arms and frequently is required to use hands to finger, handle or feel objects, tools, or controls; climb or balance; and stoop, kneel, crouch, or crawl. The employee is frequently required to stand, walk, sit, talk, hear, and smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 80 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the

employee regularly works in outdoor conditions and is regularly exposed to fumes and airborne particles. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places, occasionally uses toxic or caustic chemicals, and is occasionally exposed to a potential risk of electrical shock. Because the employee is often working with power equipment, the noise level in the work environment is usually loud.

REPORTS TO: Grounds Manager

5.19