



JOB DESCRIPTION

TITLE: Groundskeeper
DEPT: Physical Plant, Toppenish
REPORTS TO: Director, Physical Plant
FLSA: Non-exempt
SALARY: \$45,000 - \$55,000

POSITION SUMMARY:

The groundskeeper performs a variety of semi-skilled and skilled duties. The groundskeeper is responsible for all aspects of turf, flowers, ornamental trees, shrubs, garden, and irrigation and will perform the assigned tasks using power equipment and hand tools to maintain the facility grounds. Assist the Plant Director and Supervisor with University events and planning setup, teardown.

DUTIES AND RESPONSIBILITIES:

1. Represents Heritage University in the most positive manner with potential, former and current students, clients, suppliers, and the community we serve. Interacts effectively with a diverse group of faculty, staff, students, and other customers of our services, learns, and uses operating practices of the department and Heritage University.
2. Upholds the Heritage University Mission Statement.
3. Handles confidential information with tact, discretion and in compliance with FERPA regulations.
4. Maintain university campus in a park like appearance.
 - a. Mows lawns, trims weeds, and rakes leaves as required.
 - b. Pick up trash and recycle containers.
 - c. Trims bushes, shrubs, and hedges.
 - d. Prepares soil and plants flowers, bushes, hedges, or shrubs.
5. Apply lawn fertilizer, pesticides, and herbicides as directed.
6. Completes snow removal tasks such as shoveling sidewalks, steps, and doorways as needed during winter months.
7. Operate snowplow and salt equipment to remove ice and snow from roads and assigned areas, this may require early morning starts, extended hours and weekend duty.
8. Inspect equipment on a regular basis and maintain the schedule of all maintenance equipment.
9. Performs routine equipment maintenance/repair tasks such as changing vehicle fluids, fueling, greasing, and painting.
10. Assist in the maintenance and repair of irrigation systems; operates and maintains a variety of hand or power tools and equipment: and performs a variety of general maintenance work relative to assigned area of responsibility.
11. Prepare and layout sporting fields.
12. Operate and maintain ground equipment including but not limited to backhoe, tractor, zero turn mowers.
13. Assist in all aspects of building maintenance: building access, construction projects, painting, finishing, plumbing and event setup and teardown.
14. Ability to work independently.
15. Assist the Plant Director and Supervisor with University events and planning- setup, teardown, assist Plant supervisor with maintaining and reviewing calendar of events.
16. Submit water samples and maintain chlorine levels in accordance with federal and state laws.
17. Performs other functions as necessary or as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Education/training equivalent to the completion of the twelfth grade supplemented by specialized training in grounds maintenance.
- One year of grounds maintenance experience.
- Knowledge of: Operations, services, and activities of a grounds maintenance program; Methods, tools, materials and equipment used in grounds maintenance program; Methods and techniques of mowing, edging, pruning, and trimming a variety of lawns, shrubs and trees; Operational characteristics of grounds maintenance equipment and tools used in the area of assignment; Common insecticides, pesticides and herbicides and their application; Occupational hazards and standard safety practices; Basic sprinkler operation and maintenance.
- Ability to use hand tools, including electronic equipment, and operate motorized equipment and vehicles.
- Ability to work outside in all weather conditions.
- Ability to stand and walk for prolonged periods on different types of terrain.
- Ability to bend, kneel, climb, and lift up to 50 lbs. is required.
- Must obtain a public pesticide license within six months of employment and retain throughout the duration of employment.
- Must hold a valid Washington State driver's license throughout employment.
- Must obtain a Water Tech certificate within 12 months of employment and retain throughout the duration of employment.

BENEFIT PACKAGE (*benefit eligible is at least .75 FTE*):

- Health Benefits - medical, dental, and vision
- No-cost life insurance.
- Paid Time Off
- 21 Paid Holidays
- Matching 403(b) Contribution after a year of service.
- Tuition Waiver Program
- Additional plans are available for purchase. This includes AFLAC and additional life & ADD insurance.
- Many other employee engagement programs.

APPLICATION INFORMATION AND DEADLINE: Applications should include the following:

- Cover Letter
- Resume
- List of References (*names, addresses & phone numbers of 3-5 current professional references*).
- HU Employment Application LINK: [HU Application](#)

Review of applications will begin immediately and will continue until the position is filled.

To apply, please email application material to: Humanresources@heritage.edu OR Heritage University
Office of Human Resources 3240 Fort Road Toppenish, WA 98948

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Heritage University is an equal opportunity/ equal access/ affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and executive order regarding non-discrimination and affirmative action.