

# COWLEY COLLEGE

## Groundskeeper

### Employer

Cowley College  
125 2<sup>nd</sup> St,  
Arkansas City, KS 67005

### Job Description

**Position Type:** Part-Time

**Reports To:** Director of Campus Facilities

**Department:** Campus Facilities

**Grade:** 10

**Apply at:** <https://bit.ly/3XxoJAe>

### **Job Summary:**

As part of a team, the Groundskeeper is responsible for upkeep of all Cowley College grounds, sidewalks and parking lots, ensuring a professional appearance and care. This position is responsible for grounds upkeep for our Ark City, Wellington, Mulvane, and Winfield locations.

### **Position Duties:**

#### **Grounds:**

- Upkeep and maintenance of grounds projects to meet customer needs and grounds standards while minimizing required overtime.
- Conduct regular inspections of all College grounds.
- Tree, flower, and shrub replacement.
- De-icing and snow removal procedures during inclement weather
- Preventative maintenance on grounds equipment.
- Custodial services as requested/required.
- Maintain courteous, professional, and effective working relationships with employees, vendors, and any other representative of the external organization.
- Be alert to storm warnings and assist with the safety and evacuation procedures in all buildings when threatening weather conditions exist; know and be able to implement necessary procedures for evacuation of building/area in the case of fire or other disaster.
- Assist with de-icing and snow removal for exterior walkways during inclement weather.
- Comply with all College policies and procedures
- Assist the Maintenance Grounds/Supervisors and other staff as necessary.

### **Required Knowledge and Skills:**

- Experience in the operation and maintenance of outdoor/ground equipment
- Working knowledge of standard lawn care and chemical application procedures.
- Ability to maintain a specific standard of groundskeeping.
- Ability to perform assigned tasks in inclement weather.
- Ability to work independently, as well as on a team.
- Ability to maintain the highest level of confidentiality.
- Good communication skills, both written and spoken.
- Ability to organize and prioritize work. Work well under deadline pressures.
- Excellent human relations skills. Ability to work with individuals from a variety of backgrounds and diverse populations.
- Understanding of and commitment to the Academic Quality Improvement Program.

### **Required Education Background:**

- High School diploma or equivalent

### **Required Experience:**

- Experience in general grounds procedures.

### **Physical Requirements:**

Ability to sit or stand for extended periods of time; ability to move freely around the campus and outreach centers; ability to lift up to 50 pounds; ability to bend, stoop, reach and grasp as required to perform responsibilities; ability to drive motor vehicle; and ability to work on the computer for long periods of time.

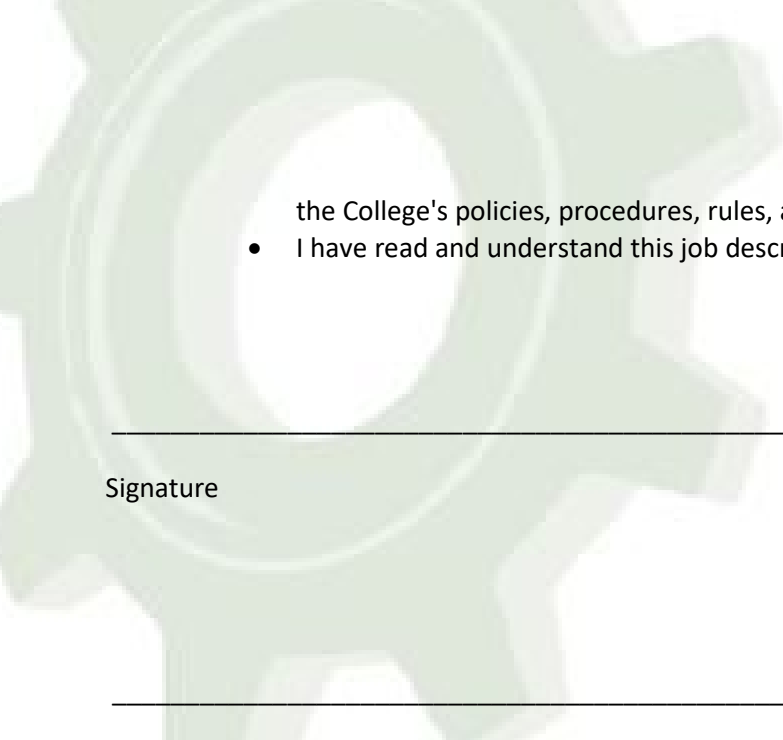
### **Work Environment:**

Work performed in various extreme situations, weather, noise, and building spaces. Work can be performed outside and in College facilities.

*Cowley College dedicates itself to providing equal opportunities to all individuals regardless of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, genetic information, marital status, political affiliation, or other legally protected category. (Notice of Non-Discrimination found at <https://www.cowley.edu/about/legal.html>)*

### **I acknowledge and understand that:**

- Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at will.
- The job description provides a general summary of the position in which I am employed. The contents of this job description are job requirements, and, at this time, I know of no limitations that would prevent me from performing these functions with or without accommodation. I further understand that I am responsible for informing my supervisor at any time that I cannot perform these functions.
- Job duties, tasks, work hours, and requirements may change.
- Acceptable job performance includes completing the job responsibilities and compliance with



the College's policies, procedures, rules, and regulations.

- I have read and understand this job description.

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Signature

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Date

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Print Name

