

BRUNSWICK COMMUNITY COLLEGE

Job Description

Job Title: Groundskeeper/ Maintenance
Reports to: Crew Supervisor

FSLA: Non-Exempt
Date: July 2016

The incumbent in this position is expected to support the College in achieving its missions and goals. Student focus, college service, and a willingness to assist as needed are expected from all employees.

GENERAL FUNCTION:

Performs general maintenance, custodial duties and landscaping to building and campus grounds. Receives and delivers inventory and performs general repairs. Assists with furniture moves and set-ups in student center and other location for events scheduled.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Landscapes new areas for college beautification; plants shrub and flowers; levels grounds; removes under growth as needed; mows all areas associated with the college
- Remove debris from all parking lots; digs trenches for water and power lines and grounds
- Receives parcels and checks in items; maintains bookwork on purchase orders; delivers inventory to all departments; records serial numbers on inventory sheets for state audit
- Paints all areas inside and out on an as needed basis
- Receives and file various records, reports such as equipment maintenance, fleet cars and maintenance vehicles
- Picks up all recycling materials in nine buildings plus cardboard boxes twice a week
- Operates, utilizes and maintains various equipment, machinery and tools including tractors, riding mowers, box blade, bush hog, weed trimmer, pressure washer, front end loader, chainsaw, mechanical tools, and paint equipment
- Maintains license in pest control and assists with chemicals for grounds
- Interacts and communicates with various individuals including supervisor, co-workers, President, and Vice President
- Performs custodial duties in maintenance shop
- Assist with mechanical maintenance, replacing light bulbs and fixtures
- Performs other duties as required

MINIMUM REQUIREMENTS:

- High School or GED
- Must have the ability to lift 70 pounds
- Valid North Carolina driver's license with a good driving record
- Ability to perform each duty satisfactorily
- One to three months related experience and /or Training

PREFERRED REQUIREMENTS:

- Landscape experience/or training

The position will remain open until filled and is subject to budget availability. A completed and signed Brunswick Community College application, transcripts, a letter stating your qualifications related to the position requirements, skills and abilities and résumé are required. Applications may be found online at www.brunswickcc.edu. Applicants should send all documents and inquiries to Employee Services, Brunswick Community College, PO Box 30, Supply, NC, 28462. Fax: 910-754-8229. Telephone: 910.755.7300 or 800.754.1050.

BCC is an EOE Employer