

UNIVERSITY OF DALLAS

Groundskeeper
Grounds Care

Job Number: 7015UD
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WHO WE ARE

The University of Dallas is a private university that leads in academics and has been consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the top 10 Catholic colleges in the West and Forbes' Best Value Colleges. We thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

JOB DESCRIPTION

UD is currently seeking a Groundskeeper. Under direct supervision this position maintains campus outdoor plants and outdoors assets and will maintain or replace landscape ornamentation using hand and power equipment. Perform variety of task like planting, pruning, watering, fertilizer, digging, raking, irrigation repairs, sod laying, lawn care, gardening, excavation on a minor scale, building mortarless stone wall, repair sidewalks, gather litter and perform trash collection/disposal. This position also assists in outdoors event set ups for campus events and may work on projects off-campus under the direction of Facilities Director and supervisor. The Grounds personnel shall follow instructions from department director and supervisor while on the job.

PRIMARY RESPONSIBILITIES

- Will accomplish routine work orders and special projects or event setups. Will move items up to 50 pounds without assistance. Will answer email, phone or radio call for service. Will log daily work hours in Banner.
- Will maintain campus plants and hardscape assets; must follow planned landscape designs to determine where to lay sod, sow grass or plant flowers and foliage. Will repair sidewalks and retaining walls as required.
- Expected to complete all tasks to an acceptable level within an established allotted time frame or standard. Will assist other craft personnel as needed with projects. Oversees the contractual grounds care service contractor in their duties and reports back to the Grounds Lead. Removes and disposes of refuse around campus.
- Is expected to interface with customers with expressed purpose of identifying and correcting discrepancies, methods and/or procedures employed during operations. Will assist other craft personnel as needed.
- Must independently and correctly perform task that require proper mixing and/or use of fuels, adhesives, herbicides, and fertilizers. Must independently select proper equipment/tools, accomplish typical grounds maintenance tasks (irrigation repairs); organize and clean up after finished projects.
- Expected to maintain service and perform preventive maintenance on tools of landscaping trades. Must inspect, operate and maintain departmental powered and non-powered landscaping and powered equipment. Will operate university pickup/scooter during daily operations. May operate

UNIVERSITY OF DALLAS

some heavy equipment (backhoe, skid-steer, trencher, & dump truck) once trained and authorized by university.

- Able to select and wear appropriate personal protective equipment to accomplish all assigned tasks.
- Expected to have knowledge of and adhere to OSHA, State, & EPA requirements relative to general industry/agricultural / horticultural profession. Will read and follow Safety Data Sheets, other instruction material.
- Will remove snow and ice and apply ice melt to campus as needed during winter icy conditions.
- Grounds personnel shall maintain moderate standards of appearance while on duty, and shall display professional courtesy & tact when dealing with staff, students, & visitors. Uniform is furnished by university.

MINIMUM REQUIREMENTS

- 10th Grade education
- At least six months of horticultural / landscaping experience is required.
- Must be able to read and follow instructions in English at basic level.
- Experience in operating bobcat, frontend loader and farm tractor is desirable.

ADDITIONAL INFORMATION

Driver's license with favorable driving record required is desired, or must be able to obtain Texas Driver's License to operate motor vehicle within six months of hire date. Normal work hours are Monday to Friday but may be required to work overtime and work weekends. Must be able to pass pre-employment physical.

BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; free tuition for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.

The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.