



Campus Operations

Job Position Description

Job Title: **Grounds Keeper/Recycler Team Leader**

A. Main Purpose of the job: **Lead student grounds and recycling crews in assigned duties, report schedule progress and conflicts.**

B. Primary responsibilities or key duties of the job (tasks performed regularly):

1. Assist groundskeepers in performance of their duties and oversee other student workers in the completion of work assignments.
2. Operate powered equipment including trimmers, edgers, mowers, blowers, tractors, and trucks.
3. Use hand tools including shovels, brooms, rakes, hoes, trimmers, etc.
4. Plant, water, and care for flowers and shrubs.
5. Trim bushes, pull weeds, edge and mulch planting beds, lay sod, etc.

C. Additional duties (tasks performed occasionally):

1. Complete other special projects as assigned.
2. Deliver materials for crew.
3. Coordinate with other University employees and contractors.

D. Basic Qualifications:

1. Able to stand, walk, bend, stoop, kneel, reach, lift, push, and carry up to 50 pounds.
2. Willing and able to follow directions and work independently.
3. Maintain valid driver's license and be insurable by BGSU.
4. Familiar with basic groundskeeping duties, skills, and environmental concerns.

E. Additional Information:

1. Able to drive manual transmission vehicles.