Job Position Description

Job Title: **Groundskeeper/Recycler**

A. Main purpose of the job: **Perform grounds keeping and recycling duties.**

B. Primary responsibilities or key duties of the job (tasks performed regularly):
   1. Pick up, transport and unload trash and recycling into appropriate containers.
   2. Operated 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 weeks, edge and mulch planting beds, lay sod, etc.

C. Additional duties (tasks performed occasionally):
   1. Assist Groundskeepers in performance of their duties.

D. Basic qualifications:
   1. Able to stand, walk, bend, stoop, kneel, reach, lift, push and carry up to 50 lbs
   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 grounds keeping duties, skills and environmental concerns

E. Additional information:
   1. Able to drive manual transmission vehicles

10/21/2010