



## 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 weeds, 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