

Grounds Manager

General Purpose

Supervise and assign tasks to help maintain the campus's grounds and make sure the grounds are up to DMU standards. You will be responsible for making sure the grounds are well kept and safe by assigning and overseeing employees work, as well as helping with other job-related tasks.

- Reports to the Building and Grounds Manager.

Main Job Tasks and Responsibilities

- Maintain grounds and perform seasonal groundwork (including but not limited to sidewalk care, snow removal, lawn care, shrubs & landscaping, parking lots, driveways and fencing, trash pick-up and set-ups.
- Complete and submit reports in an accurate and timely manner including but not limited to timekeeping, supply, and attendance reports.
- Assist visiting public utilizing the facilities with directions within the building in a courteous manner; obtain and set up needed equipment. Cooperate and share professionally with other members of the staff.
- Perform minor adjustments and repairs as needed (including but not limited to proficient in the use of hand tools, small power tools, and gardening tools.
- Works to coordinate the purchasing and planting process of seasonal flowers.
- Monitors and maintains the campus ponds and wildlife on campus.
- Report any damage to facility manager and any maintenance needs.
- Performs regular and directed ground and landscape maintenance by mowing campus lawn by riding mower or push mowers: trimming and edging around trees, shrubs, ground cover, flowers, sidewalks, and buildings.
- Exercise knowledge of proper safety techniques (including but not limited to wearing proper personal protective equipment, handling of materials, lifting techniques, use of all equipment and climbing apparatus
- Seasonal Snow removal.
- Use of PPE is required in accordance with the job task.
- Assists with other duties as assigned by supervisor.

Qualifications

Education and Experience

- High school diploma or equivalent preferred.
- Clean driving record required.
- Valid driver's license required.
- Groundskeeper experience preferred.

Competencies

- Able to stand and move for extended periods of time.
- Strong communication skills.
- Works well in a team environment.
- Excellent critical thinking skills.
- Able to prepare for various weather conditions.
- Commitment to diversity, equity, and inclusion.
- Compliance with Des Moines University Code of Conduct.