



Adrian College

Position Title:	General Maintenance
Purpose of Position:	Maintain campus grounds and equipment
Classification:	Plant Department – General Maintenance
Education:	High School Diploma
Supervision Received:	General direction; reports to Facilities Coordinator
Supervision Exercised:	Minimal supervision; may oversee activities of student employees
Work Schedule:	Full-time; year-round; Sunday through Thursday 7:00 a.m. – 3:30 p.m.; some evening work may be required.
Rate of Pay:	\$19.58 (upon completion of probationary period)
FLSA Classification:	Non-Exempt

Example of Duties:

- Maintain grounds of campus by mowing and weeding
- Plant and care for trees, shrubs, annuals, perennials, turf grass and other horticultural items using such tools and equipment as brooms, edgers, mowers, sprayers, hoes, pruning shears, rakes, spade, spreaders, cultivation machines, tractors, and utility vehicles and trucks
- Grade, seed and sod lawn areas
- Lay out and maintain landscape beds
- Water, spray, fertilize and cultivate lawns, shrubs, trees, and other plant material
- Rake, gather and dispose of leaves, twigs and other debris
- Trim hedges and vines
- Operate and make minor adjustments to mowers and other power tools
- Dig and move plants and transplant trees, shrubs, flowers and other horticultural items
- Collect garbage from locations around campus and haul to centralized location
- Prepare spaces across campus for events and meetings by moving furniture
- Perform preventive maintenance inspections on equipment
- Prepare records and service reports of job time and materials expended
- Assist with snow removal and salting sidewalks as needed
- Perform other duties as assigned

Minimum requirements:

- High school diploma and a valid operator's license
- Minimum of 1-3years' experience performing general maintenance work including grounds maintenance
- Must possess basic computer skills
- Considerable knowledge of the methods, materials, tools, equipment, occupational hazards, and safety precautions of the landscaping profession
- Must be able to frequently lift up to 75 pounds, must also be able to lift, bend, stand, squat, and use arms and hands; must be able to work outdoors in a variety of weather conditions.

The requirements listed above are representative of the knowledge, skill, and/or ability required.

Desired Qualifications:

- Knowledge of campus layout and buildings is preferred
- Knowledge of College policies and procedures
- Ability to establish priorities, work independently and proceed with objectives with limited supervision.
- Ability to work well under pressure and meet deadlines as required.
- The successful candidate will be self-motivated, reliable, flexible and able to adapt to changes, will possess strong interpersonal skills and the ability to work well with individuals at all levels of the organization.

Adrian College is an Equal Employment Opportunity Employer, everyone is encouraged to apply. If offered a position, finalist must furnish proof of U.S. citizenship or proof of eligibility to work in the U.S. within three (3) days of commencing employment.

Interested individuals should submit a cover letter and resume to the Facilities Director, Chris Stiver at cstiver@adrian.edu.

