NORTHWEST IOWA COMMUNITY COLLEGE
SHELDON, IOWA

Job Description

TITLE: Groundskeeper/Maintenance

DIVISION: Physical Plant

SUPERVISOR: Director of Physical Facilities

BASIC FUNCTION: Full time, 40 hours per week. The Groundskeeper/Maintenance employee/ is responsible for the daily operation of the college grounds and equipment.

QUALIFICATIONS: Required – High school diploma or equivalent.
Driver’s license with Class B CDL driver’s license or ability to obtain one within one year of initial start date.
Knowledge of fertilizing and spraying applications.
Work weekends and nights as required.
Basic computer skills.

Preferred – Experience in building maintenance (i.e., replacing of ballasts and bulbs, minor plumbing, carpentry, custodial).

DESIRED QUALITIES AND CHARACTERISTICS:
1. Ability to operate and maintain grounds care equipment.
2. Able to work independently with minimal supervision.

SPECIFIC RESPONSIBILITIES:
1. Operate and maintain grounds keeping equipment.
2. Maintain lawn and grounds (mow, spray, fertilize, aerate, trim, etc.).
3. Pick up trash and cigarette butts on grounds.
4. Operate and service components on portable equipment.
5. Service, repair, and replace components on grounds equipment.
6. Service, repair, replace components, and install building service fixtures and equipment (i.e. light fixtures, water coolers, bathroom fixtures, doors, hardware).
7. Perform tasks related to concrete and carpentry.
8. Set up and take down classrooms, auditorium, and labs for special functions.
9. Open and lock facilities and conduct security check.
10. Remove ice and snow from sidewalks, drives, etc.
11. Move furniture and equipment.
12. As assigned, prepare requisitions for supplies, materials, and equipment and an inventory of supplies.
13. Prepare reports as needed.
14. Clean shop pits, drains, etc.
15. Install chalkboards, shelves, cabinets, etc.
16. Perform minor functions - cleaning, hanging flags, trash removal, etc.
17. Serve on college committees.
18. Perform other duties as assigned.
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Maintenance Technician/Groundskeeper Job Description – Page 2

DUTIES:

1. Repair tables, chairs, desks, files, etc.  
2. Welding as needed.  
3. Set up and take down classrooms for special functions.  
4. Maintain cleaning equipment (vacuums and scrubbers).  
5. Maintain lighting fixtures (indoor and outdoor) – replace ballasts, bulbs, and sockets.  
6. Clean coils on air conditioning units.  
7. Service air compressors.  
8. Repair and replace door hardware.  
9. Maintain reasonable parts inventory.  
10. Clean drains as needed.  
11. Paint.  
12. Replace ceiling tile and grid.  
13. Spray lawns, plant trees, and deliver rocks.  
14. Remove snow/ice from sidewalks, entrances, and ramp area during winter.  
15. Security checks on weekends, holidays, and as needed.  
16. Repair signs.  
17. Make minor mechanical repairs on grounds equipment.  
18. Comply and install energy saving and safety equipment as required by State Fire Marshall and energy auditors.  
19. Install shelves and brackets.  
20. Hang chalk boards, bulletin boards, and projector screens.  
22. Clean pits in shop areas.  

DAILY ROUTINE:

1. Check for messages.  
2. Comply with assigned work orders.  
3. Comply with all other duties as assigned by supervisor.

The statements contained herein reflect general details as necessary to describe the essential job duties/responsibilities and performance expectations of the job, which should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.
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Maintenance Technician/Groundskeeper Job Description – Page 3

**PHYSICAL ACTIVITY:**

<table>
<thead>
<tr>
<th></th>
<th>N = Not Applicable</th>
<th>O = Occasional (10-33%)</th>
<th>C = Constant (67-100%)</th>
<th>S = Seldom (1-9%)</th>
<th>F = Frequent (34-66%)</th>
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<tr>
<td>F</td>
<td>Stooping: Bending body downward and forward by bending spine at the waist.</td>
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<tr>
<td>F</td>
<td>Kneeling: Bending legs at knee to come to a rest on knee and hands.</td>
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<tr>
<td>F</td>
<td>Crouching: Bending body downward and forward by bending leg and spine.</td>
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<td>F</td>
<td>Crawling: Moving about on hands and knees or hands and feet.</td>
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<td>F</td>
<td>Reaching: Extending hand(s) and arm(s) in any direction.</td>
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<td>F</td>
<td>Standing: Particularly for sustained periods of time.</td>
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<tr>
<td>O</td>
<td>Sitting: Particularly for sustained periods of time.</td>
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<td>C</td>
<td>Walking: Moving about on foot to accomplish task, particularly for longer distances.</td>
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<td>F</td>
<td>Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, and outward. (100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly)</td>
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<td>Pulling: Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion.</td>
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<td>O</td>
<td>Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to position. (40 pounds)</td>
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<td>C</td>
<td>Grasping: Applying pressure to an object with the fingers and palm.</td>
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<td>Talking: Expressing or exchanging ideas by means of the spoken word either on the telephone or in person.</td>
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<td>C</td>
<td>Hearing: Perceiving the nature of sounds.</td>
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<td>F</td>
<td>Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. (a step ladder to at least 12 feet, an extension ladder to at least 32 feet, wall ladders to at least 14 feet, and aluminum scaffolding to at least 20 feet)</td>
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<td>C</td>
<td>Balancing: Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces, such as roofs, catwalks, etc.</td>
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<td>Repetitive Motion: Substantial movements (motions) of the wrists, hands, and/or fingers.</td>
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<td>Visual Acuity: View computer and/or close visual work less than 18” of distance and able to perceive color, depth, and field of vision.</td>
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<td>O</td>
<td>Travel: By means of transportation to on- and off-campus facilities, agencies, businesses, etc. (Transportation is provided by NCC.)</td>
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**ENVIRONMENTAL CONDITIONS OF JOB:**

Able to work both inside and outside in extreme cold, extreme heat.
Able to work around machine noise, moving mechanical parts.
Able to work around hazards with moving mechanical parts, electrical circuits, scaffolding, odors, films, gasoline, and oil.
WAGE/SALARY RANGE: $10.85 to $12.85 per hour

APPLICATION CLOSING DATE: Applications accepted until the position is filled.

ANTICIPATED EMPLOYMENT DATE: As soon as possible.

APPLICATION PROCESS: If submitting by mail, allow sufficient time so that it is received by the closing date. Application screening and interviewing will not be done until after the closing date unless noted otherwise.

A Northwest Iowa Community College application form must be completed and submitted by the specified time. A resume may be included, but will not take the place of a fully completed application form. Do not state "See Resume" in place of completing the respective information requested on the application form. Please remember to sign your application. When indicated, copies of all academic transcripts must be included.

You may complete the job application online at www.nwicc.edu by clicking on Alumni & Community and then NCC Job Postings.

SELECTION PROCESS: Applications will be reviewed by the appointed selection committee. Only applicants with completed materials will be considered. Appointments will be scheduled with those applicants selected for interviewing. Interview travel costs are at the applicant's expense unless stated otherwise. All applicants will be notified in writing once the position is filled.

FOR INFORMATION CONTACT: Human Resources Office, Northwest Iowa Community College, 603 West Park Street, Sheldon, Iowa 51201; 712-324-5061, ext. 113, or 1-800-352-4907; or e-mail: sandy@nwicc.edu.

It is the policy of Northwest Iowa Community College not to illegally discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, religion, age, veteran status, physical or mental disability, and actual or potential parental, family, or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.6, 216.9 and 19B.11, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 - 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.) and all other applicable federal and state laws, regulations and orders. Northwest Iowa Community College will not tolerate violations of state and federal nondiscrimination laws. All inquiries or grievances regarding discrimination based on the above listed traits or characteristics may be directed to the Equity Coordinators, Sandy Bruns (Director of Human Resources) or Beth Frankenstein (Director Secondary Programs and Student Development), Northwest Iowa Community College, 603 West Park Street, Sheldon, IA 51201, telephone 712-324-5061.