



Grounds/General Maintenance (POOL)

Reports To: Grounds Supervisor, Moorhead Campus.

JOB PURPOSE: The job of Groundskeeper/General Maintenance Support is for the purpose/s of:

- providing maintenance services, as needed and/or assigned
- assisting in a wide variety of maintenance activities
- addressing immediate operational and/or safety concerns
- assisting skilled trades
- ensuring that tools, materials, and vehicles are maintained in good working order and are available at job site when needed.

ESSENTIAL FUNCTIONS

- Performs semi-skilled work in the maintenance, care, and modification of College grounds and landscapes which includes the operation of electrically-powered and gasoline-powered grounds keeping equipment and machines, and the use of small hand and power tools or equipment in planting, cultivating, and trimming grounds and landscaping.
- Cleans campus grounds, mows, trims, and edges grounds areas as needed and/or assigned for the purpose of providing an effective working/learning environment, preventing damage and/or limiting liability exposure.
- Arranges furniture and equipment for the purpose of providing adequate preparations for special events.
- Assists skilled maintenance workers with projects (transporting and/or securing materials, completing specific task, etc.) for the purpose of completing projects in a safe, efficient manner.
- Maintains assigned vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site. Removes unsightly trash and debris from public areas by regularly inspecting grounds, drains, manhole covers, etc., for debris; raking, sweeping and bagging leaves, debris, dirt and trash from streets, sidewalks, parking lots, tunnels, and transporting the trash to designated central collection points on a daily basis.
- Prepares outdoor locations for Special Events as needed by campus operations and, if applicable, painting and marking athletic fields, moving bleachers and seating, and erecting portable goals or other athletic equipment.
- Performs delivery services by identifying supplies, materials, and equipment to be delivered from invoices or order forms, safely loading items on the delivery vehicle, safeguarding items during transit, delivering items to the correct department, and obtaining the appropriate signature for the receipt of the delivered items.

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee is expected to perform other duties as assigned by the grounds supervisor or the Director of Facilities Management, and necessary for the effective operation and maintenance of Mississippi Delta Community College.

WORK CONDITIONS/ JOB REQUIREMENTS

- Must be able to work in extreme conditions, i.e. excessive heat, extreme cold, rain or snow.
- Must focus on multiple tasks simultaneously.
- Must be willing and able to work in all areas of the building, or outdoors in all seasons.
- Operates power tools and equipment. Will be required to work evenings and weekends according to the needs of the center.
- Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
- Contributes to the overall success of the campus by performing all other related duties as assigned.

- Must be able to adapt to changing job conditions.
- Must adhering to standard safety practices.
- Must have the ability to work with a wide diversity of individuals

RESPONSIBILITY

Working safely under limited supervision following standardized practices and/or methods; providing information and/or advising others.

WORKING ENVIRONMENT

The work requires considerable and strenuous physical exertion such as climbing ladders, frequent lifting of objects over 50 pounds, crawling or crouching in restricted areas. Occasional lifting of heavy objects weighing 75 pounds or more is required. The work area involves moderate discomfort and/or risk such as operating heavy machinery or dangerous equipment, or frequent exposure to hazardous materials. Alternatively, the work area may be subject to environmental discomfort such as poor ventilation. Loud noises, and/or extremes of heat or cold. The work often requires wearing protective gear that may be uncomfortable. The nature of the work environment may produce moderate levels of stress.

EXPERIENCE – Job related experience is required

EDUCATION – High School diploma or equivalent

CERTIFICATES AND LICENSE – Copy of Valid Mississippi Driver’s License & Evidence of Insurability

SALARY

Hourly pay based on experience

APPLICATION PROCEDURES

Applicants should submit the following:

1. MDCC Employment Application Form
2. *Official* College Transcript(s)
3. Current Resume
4. Consent Form

See MDCC website, <https://msdelta.formstack.com/forms/applicationforemployment>

APPLICATION DEADLINE Until filled

Mississippi Delta Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: The Associate VP for Institutional Effectiveness, Boggs-Scroggins Building, P.O. Box 668, Moorhead, MS 38761, 662-246-6558.