

Eden Hall Campus of Chatham University Job Description

Job Title: Eden Hall Groundskeeper

Position Reports to: Eden Hall Facilities Manager

Position Summary: The Eden Hall Groundskeeper (“Groundskeeper”) is responsible for carrying out landscaping plans and procedures for Eden Hall Campus, including mowing, weeding, planting and other related activities. The Groundskeeper will engage with Eden Hall stakeholders and governance processes to develop landscaping plans and procedures, supervise temporary and/or seasonal workers, and support other general maintenance tasks as needed to support the operation of Eden Hall Campus.

Qualifications:

Experience with large-scale commercial or residential landscaping activities, including the operation and maintenance of key equipment, including mowing, weeding, planting. Experience or enthusiastic ability to learn on the job regarding sustainable landscaping practices, including planting with native species and avoiding or minimizing pesticide use.

Experience or ability to take instruction in other general trades including carpentry, masonry, plumbing, mechanical, painting and general labor in order to assist with these other maintenance tasks as needed.

Must be analytical, an independent thinker and highly motivated. Must be able to follow directives, complete tasks, while working both as an individual and as a team member -- including working with faculty, students, and other staff outside of the facilities team -- in the dynamic and collaborative environment of a small university campus.

Duties and Responsibilities:

- Carrying out landscaping plans and functions for Eden Hall Campus, including mowing, weeding, planting, shrub & small tree removal, and other related activities, as well as the care and maintenance of related equipment.
- Working with Eden Hall Campus stakeholders, including faculty experts, and governance processes to support the development of plans and procedures for mowing, weeding and other sustainable landscaping activities.
- Carry out general facilities maintenance-related tasks with a focus on outside spaces and activities as well as supporting general maintenance, including carpentry, masonry, plumbing, mechanical, painting, plastering and general labor as assigned by the Facilities Manager to support the operation of Eden Hall Campus.
- Assist with additional duties as required to meet facilities needs including assisting with snow removal, housekeeping, pick up & deliveries, and special events as needed.

- Participate, on a rotating schedule, in on-call coverage for after-hour incidents and emergencies.

Physical Requirements:

Hear: Continuous

Speak: Continuous

See: Continuous with 20/20 acuity

Stoop/Bend/Kneel/Squat: 80%

Use telephone: 10%

Lift: 50 lbs.

Use computer: 25%

Reach above shoulders: 50%

Fine hand manipulation: 100%

Sit: 15%

Stand: 90%

Walk: 40%

Write: 15%

Push/Pull: 30%