

**Job Classification:** Non-Exempt, Full-Time Staff

**Work Schedule:** Monday – Friday, 8 am – 5 pm

**Location(s):** Manhattan Campus, Wamego Center (occasional)

**Compensation:** Pay Grade 8 (Hourly Rate: \$15.57 - \$23.36)

*The minimum hourly rate for this position is \$15.57.*

*Target beginning rate for this position is \$18.50 per hour.*

**Reporting Relationship:** Head of Maintenance

**PRIMARY ACCOUNTABILITIES:**

The Groundskeeper is responsible for maintaining an aesthetically pleasing and functional outdoor space at Manhattan Area Technical College. The groundskeeper will aid in light maintenance and custodial duties on an as-needed basis under the direction of the Head of Maintenance.

**PRINCIPLE RESPONSIBILITIES:**

Maintains campus grounds, including grass mowing, snow removal, grass trimming, landscaping, tree trimming, weed control, and trash pickup.

Responds to maintenance requests as appropriate utilizing an electronic ticketing system.

Performs interior building cleaning services as necessary.

Maintains an organized maintenance shop and storage.

A member of the campus projects team to assist with coordination of all facility and grounds projects.

Monitors building conditions during working hours.

Assists with the installation of equipment when appropriate.

Assists with coordination of services provided by outside contractors or vendors.

Assists with deliveries, including unloading trucks—Inspects boxes and packages for damages.

Complies with safety regulations and environmental laws, including using Personal Protective Equipment while performing job duties.

Performs miscellaneous job-related duties as assigned.

**PRIMARY SKILLS/QUALIFICATIONS:**

- A high school diploma or GED is required.
- At least One (1) year of experience in groundskeeping, including commercial operations required.
- Possess a valid Kansas Driver's License and maintain a good driving record.
- Evidence of skills in the following areas:
  - Use of hand tools (hand and power equipment);
  - Ability to operate a forklift and zero turn mower
  - Experience and competency in minor repairs, including lighting, plumbing and light carpentry (furniture assembly and repairs).
- Knowledge of sanitizing agents, cleaning agents, and floor care products;
- Ability to organize, multi-task, plan, and set priorities with minimal supervision.
- Ability to maintain a clean, organized, and safe maintenance shop and storage area.
- Moderate proficiency in computer skills.
- Positive, courteous attitude.

**PHYSICAL DEMANDS:**

- Ability to lift up to seventy-five (75) pounds repetitively.
- Capability of visual and hand/eye coordination to accomplish building and ground maintenance tasks.
- Ability to speak, listen, stand, balance, bend, climb, crouch, kneel, reach for moderate periods of time, and work at various heights (on a ladder or lift).

**WORK ENVIRONMENT:**

- Professional and deadline-oriented environment in an educational setting.
- Interaction with students, staff and guests.
- Ability to effectively cultivate and support a team-based, highly interdepartmental, communicative, hands-on approach conducive to MATC's culture.

**NOTICE OF SPECIAL POSITION OF EMPLOYMENT REQUIREMENTS**

1. This position description is not designed to cover or contain a comprehensive list of all duties and results to be performed in this position. Duties and Performance standards may be added, subtracted, and/or changed by your supervisor at any time due to changes in department or institutional requirements.
2. Unless exempt due to employment contract signed by the President, all employees of Manhattan Tech are to be considered as an "at-will" employee.
3. All employees of Manhattan Tech are considered "responsible employees" pertaining to Title IX regulations concerning both prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about sexual assault or harassment situations.
4. Manhattan Tech is an equal opportunity employer and complies with EEOC and ADA employment requirements. Manhattan Tech grants equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion or veteran status.
5. All 'offers of employment' are subject to criminal background check prior to employment.