

**Maintenance Technicians / Groundskeepers**

**BASIC FUNCTION**: The Groundskeeper operates equipment and maintains campus grounds by performing a combination of tasks necessary in order to provide for an attractive and safe campus setting.

**QUALIFICATIONS:** High School degree preferred. Two years work experience in grounds keeping and general maintenance including experience operating equipment such as trucks, snow plow equipment, commercial lawn equipment, tractor, and tow motor or a combination of education and experience from which comparable knowledge and skills are acquired. Possess good organizational skills and able to communicate effectively.

**GENERAL RESPONSIBILITIES:**

* + Perform various grounds duties including but not limited to: raking leaves, planting and mulch replacement; lawn care to include mowing, edging, trimming trees and hedges; as well as seasonal snow and ice removal. Digs ditches for plumbing projects and maintaining and repairing sewer lines. Picks up litter and maintains outdoor trash and ash urn receptacles.
	+ Assists in various general maintenance projects, such as carpentry welding or plumbing projects, construction, leveling and repair of sidewalks, repairing holes in asphalt, layout and lining of athletic fields.
	+ Delivers supplies, moves furniture and assists with the delivery of packages from Central Receiving.
	+ Acts as a back-up to the Central Receiving Clerk and/or Campus Mail person.

**SCHEDULE**: Generally, the hours for this non-exempt position are Monday through Friday, 7:00am – 3:30pm, but the incumbent must be flexible to meet the department’s needs. May be required to work irregular hours. Overtime may be required for special events or emergencies.

**PHYSICAL REQUIREMENTS:** Physical strength/endurance to enable him/her to perform/participate in the following activities:

* Able to read, write and comprehend English as well as perform basic mathematical computations
* Possesses dexterity abilities required to bend, stoop, stretch, grasp, push and pull and to climb stairs and/or ladders.
* While performing required job tasks, physically able to remain standing and walk 100% of the time.
* Considerable heavy physical work performed such as: lifting, pushing or pulling of objects up to 50 pounds, any item over 50 pounds would require incumbent to request assistance.
* Ability to operate various equipment used in grounds and maintenance areas, such as lawn mower, paint sprayer, tractor, weed eater, chainsaw; hack saw, drill press, welding torch, digger, and snowplows.
* Work involves moderate exposure to chemical, mechanical or electrical hazards, unusual elements, such as extreme temperatures and work out of doors in inclement weather, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises, which requires the incumbent to follow safety precautions.
* Possesses a valid driver’s license and the ability to drive various types of vehicles and motorized equipment.

 **Please send letter of application, resume and contact information for three references to** **hr@sbu.edu**

*St. Bonaventure University is an Affirmative Action/Equal Opportunity educational institution. It is guided by the principle that equal opportunity means more than equal employment opportunity, and that access to facilities and services shall be available to all people regardless of their race, color, religion, sex, national origin, age, veteran status, disability, marital status, sexual orientation, or gender identity/expression. This principle is applicable to every member of the St. Bonaventure community, both students and employed personnel at every level, and to all facilities and services.*

In light of its commitment to create and maintain a safe learning and working environment, employment with St. Bonaventure University requires successful completion of a background screening.