

# Westminster College

## POSITION VACANCY

### Groundskeeper (Full-time)

Westminster College is currently seeking a motivated, punctual, committed, high performing, well-organized individual to be part of our Physical Plant team. This individual will effectively collaborate with the entire team and key stakeholders within the College to maintain groundskeeping duties for the College's facilities.

#### **Duties and Responsibilities:**

- Work independently to perform services in assigned College facilities
- Performs on-going grounds maintenance, including refuse collection, weed control, and mulching
- Performs annual and perennial display bed maintenance, including manual irrigation, pruning, weeding,
- Performs turf maintenance (natural and artificial), including mowing, trimming, edging, fertilization and other cultural related practices inherent to turf maintenance.
- Provides proper upkeep of sidewalks, driveways, parking lots, planters, benches, artwork, fleet vehicles and other grounds related features.
- Performs snow removal related tasks.
- May serve as a member of the emergency essential personnel staff in the Physical Plant and be required to report to work during a closing to assist in carrying out the services of the College.
- Complete necessary paperwork on a daily/weekly basis
- Adhere to OSHA standards, employ safe practices, and follow safety policies/procedures
- Use PPE in a safe manner, set examples for others, and notify supervisor of potential hazards
- Perform other duties as assigned.

#### **Minimum Qualifications**

- High school diploma or equivalent
- Must demonstrate ability to work with minimal supervision
- Must be organized and manage time effectively
- Effectively read, write, and follow verbal and written instructions
- Ability to collaborate in diverse teams to foster productive outcomes
- Provide background clearances under Act 153

#### **Preferred Qualifications**

- Previous Landscaping/Grounds experience

Qualified applicants should send a cover letter and resume along with contact information for three job related references by no later than **October 15, 2021** to Director of Facility Operations, Westminster College, 319 S. Market Street, New Wilmington, PA 16172, or stop by in person to complete an application.

Westminster College is an Equal Opportunity Employer, enhancing learning through diversity and inclusion.