



Job Description

JOB TITLE: Grounds Supervisor
DEPARTMENT: Operations
REPORTS TO: Director of Operations

COLLEGE MISSION: Rochester College cultivates academic excellence, principled character, servant leadership, and global awareness through a rigorous educational experience that integrates liberal arts and professional studies within an inclusive Christian heritage.

POSITION SUMMARY: Dedicated, proactive, engaged and motivated to be the visionary leader of the Grounds Department. Demonstrate acute attention to detail at all times. Maintain campus grounds, roads, parking lots and walkways, as well as overall landscape. Perform general campus maintenance of facilities and assist with housekeeping duties, as needed. Overall goal is to ensure that the campus remains clean, orderly and attractive at all times, while being supportive of the College mission and core values.

EDUCATION AND/OR EXPERIENCE REQUIRED:

- High school diploma or general education degree (GED)
- Two or more years of experience as grounds / landscaping foreman
- Valid driver's license

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Complete work related to the installation and maintenance of grounds including mowing, fertilization, irrigation, insect/weed control, raking, seeding and sodding.
- Perform tasks relating to the installation and maintenance of trees, shrubs and flowers, including pruning, cabling, fertilization, irrigation, insect/weed control and removal as required.
- Maintain cleanliness of grounds including litter control, leaf removal and sweeping of paved areas.
- Operate and maintain equipment including tractors, one ton dump trucks, lawnmowers, line trimmers, blowers, chain saws, rototillers, salt spreaders and snow removal equipment.
- Report to work under emergency conditions such as snow removal, downed trees and storm water maintenance, as requested.
- Assist with office moves and set up facilities for meetings and special functions as required.
- Assist with remodeling projects and general work orders when required.
- Responsible for on call duties relating to snow and ice removal as well as facility maintenance.
- Responsible for maintaining and organizing campus tools, vehicles and equipment including scheduling of repairs as needed.
- Proficient ability to operate specialized tools, equipment, and other small engine tools related to completing and managing grounds work.

SUPERVISORY DUTIES:

- Supervise multiple student workers
- Set schedules, priorities and work orders for all student workers

REQUIRED SKILLS AND ABILITIES:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to apply carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to regularly lift and/or move up to 50 pounds
- Valid Michigan driver's license.
- Supportive of the College mission.



SEND APPLICATION AND RESUME TO:

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