



# OTTERBEIN UNIVERSITY

## Temporary Grounds Worker Job Posting

**Job Title:** Temporary Grounds Worker  
**Job Class:** Temporary Staff  
**Department:** Facilities Services  
**Reports to:** Maintenance Superintendent  
**FLSA status:** Nonexempt/Full-time/Temporary – approx. 12 weeks

**To Apply:** Please email an [Otterbein Employment Application](#), resume and cover letter to [hr.jobs@otterbein.edu](mailto:hr.jobs@otterbein.edu) addressing this position in the subject; FAX 614-823-1511; or mail to Otterbein University, Human Resources, 1 South Grove Street, Westerville, OH 43081. Only submissions with a completed application will be reviewed.

**For an Otterbein Employment Application or more information:** Please visit <http://www.otterbein.edu/Careers>

**SUMMARY:** Performs skilled work in establishing and maintaining the grounds of the campus including athletic fields. Responsible for layout and striping of athletic fields, snow removal, furniture movement and special set-up, pick-up, and delivery service.

**ABOUT OTTERBEIN UNIVERSITY:** Historically progressive. That is the hallmark of Otterbein University and those connected to this private university nestled in the picturesque, historic Uptown Westerville district in central Ohio. Otterbein University was established in 1847, a set of deeply rooted values still guide this model community of leaders and learners. Otterbein has set the pace by providing an educational experience that is progressive, innovative and inclusive. Today Otterbein University enrolls 2,480 undergraduate students in more than 70 majors and 456 graduate students working toward one of six master's degrees or a doctor of nursing practice degree. Students come from towns throughout Ohio and represent 42 states and 11 countries, enriching the campus through their individual and collective diversity. Integrity, humane values and an inherently just, moral compass have guided Otterbein's forward-thinking vision and actions—from its curriculum to its responsibilities as a member of academic, regional and global communities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

1. Maintaining lawns by planting, cultivating, fertilizing and watering grass, cut grass using hand or power mowers, cultivate, prune, transplant, fertilize and water shrubbery, hedges and trees, grade and prepare soil for planting, plant and maintain flower beds.
2. Maintain College grounds in clean neat condition by removing leaves, fallen branches, and other rubbish from lawns, walks, parking lots and drives.
3. Watch for pests, disease, weeds, and other deteriorating agents and take necessary steps for their eradication.
4. Maintain football field, baseball diamond and other athletic fields by rolling, aerating, trimming, grading, watering and striping as required.
5. Clean, maintain and control tools and equipment assigned to this department
6. Move and set-up furniture and equipment as required by other College departments.
7. Remove snow from building entrances, walks, parking areas and driveways, including deicing.
8. Supervise and train other grounds workers, unskilled labor and students in accomplishing maintenance of the campus grounds.
9. Assist supervisors in planning and estimating time and material requirements various projects.
10. Assist other College employees in the performance of duties as required to meet College priorities and as directed.
11. Monitor supplies and in cooperation with supervision insure that proper stock levels of essential materials are maintained.
12. Other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:** Supervise grounds workers and student workers assigned to the Grounds

Crew. May be assigned to supervise other crafts workers in moving furniture or making set-ups.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** High school graduate. Completion of an associates degree in Horticulture, Landscape architecture or equivalent experience.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Possess valid Ohio Drivers license. Working knowledge of pesticides and fungicides including their selection, application and safety hazards and precautions required. State Pesticide application license desired.

**LANGUAGE SKILLS:** 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 speak effectively before groups of customers or employees of organizations.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**TECHNICAL SKILLS:** Skilled in proper use and care of hand and power equipment normally used by this trade including, but not limited to, pruning equipment, push and riding mowers, edging equipment, front end loader and box grader equipped farm tractor, fertilizer application equipment, spray equipment, and snow removal equipment.

Working knowledge of safety practices and precautions and occupational hazards associated with equipment operation, chemical handling and application, and lifting and handling heavy furniture.

Working knowledge of method of soil sampling and interpretation of soil analysis to select proper chemicals and application timing to correct deficiencies.

Working knowledge of turf management for installing new turf and maintaining existing turf to include but not limited to selection of various types of grass and their use; mowing, fertilization and watering schedules; identification of weed, fungus and insect damage and selection and application of proper chemical.

Working knowledge of shrubs, trees, and plantings including but not limited to selection of proper variety; proper planting time, depths and manure, fertilization, identification of diseases and insect problems and selection of proper corrective measures, and proper pruning time and method.

Knowledge of sport field maintenance and operation and proper procedures for marking and striping.

Knowledge of minor cement work and repairs.

Knowledge of snow removal and deicing procedures.

**REASONING ABILITY:** Must possess the ability to establish and maintain effective working relationships with diverse constituencies; must possess excellent attention to details; must be a team player and interact collegially with co-workers and other constituencies; must be able to handle multiple projects independently; must be able to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Must be able to make quick informed decisions.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position involves traveling throughout the University and requires bending, reaching, kneeling, crouching, crawling, standing, traversing, pushing, pulling, lifting, talking, and hearing.

Ability to work from ladders and scaffolds. Availability to respond to call-ins for emergency repairs.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Office environment, and construction and maintenance sites. Use of protective equipment as required

*This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.*

**Otterbein University is an Equal Opportunity Educator and Employer.**

Otterbein University is committed to providing a welcoming environment free from unlawful discrimination. To this end, the University prohibits any form of discrimination against any person on the basis of race, color, sex, gender, pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, gender identity, gender expression, national origin, disability, military status, or any other legally protected status in its programs and activities. However, the University's commitment to a nondiscriminatory environment is not intended to abridge unduly its commitment to academic freedom, free speech, or its educational mission. Inquiries or complaints regarding any form of discrimination or harassment may be directed to:

Scott Fitzgerald Director of Human Resources and Legal Affairs  
Title IX Coordinator  
614.823.1130