JOBS PURPOSE:
Performs grounds and general campus maintenance tasks.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Grounds:
Mows, trims and edges turf areas using riding mower, push mower, weed whip and edger. Mulches, weeds, removes thatch, aerates, and trims and edges around flower beds, walks, pathways and walls.
Prepares planting beds with hand and power tools; integrates soil amendments; plants bulbs, flowers, ground covers, trees and shrubs; applies mulch. Prunes trees, shrubs, vines and hedges.
Applies seed, fertilizer and chemicals.
Rakes leaves. Performs snow and ice removal with hand tools and power equipment.

General Maintenance:
Participates in a variety of general maintenance tasks.
Performs minor wall/drywall repair and painting; minor plumbing related repairs (faucet washers, clogged toilets, fountains, irrigation, etc).
Maintains parking lots and signage, clears storm water grates, paints curbs and stripes lots, and fills pot holes.
Collects trash and items to be recycled.
Checks lighting fixtures and changes/replaces light bulbs.
Transports parts, tools, equipment and materials.
May wash vehicles, checks and tops off fluid levels, deliver vehicles for maintenance or servicing.

KNOWLEDGE, SKILLS, AND ABILITIES:
Knowledge of tools, equipment, techniques, skills, materials, and methods of landscaping and maintenance of lawns and formal plantings.
Ability to determine the kind of tools and equipment needed to do a job.

Ability to operate riding and push mower, power tiller, power edger, weed whip, blower, sprayer, tractor, skid steer loader, dump-bed truck, and basic hand and power tools.

Ability to perform minor maintenance of grounds-related equipment.

Ability to work in safe and efficient manner.

**MINIMUM REQUIREMENTS:**

**Education:** High school diploma or GED

**Experience:** One-year landscape or grounds related work OR one-year light general maintenance.

**Certifications/Licenses:** Valid driver’s license and ability to be insured by Indiana University.

**PHYSICAL REQUIREMENTS:**

Sitting, standing, walking, climbing/ladders, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, lifting/carrying up to 50 lbs multiple times per shift, fingering, talking hearing, and seeing.

**WORKING CONDITIONS:**

Spends most time outdoors, frequent exposure to extreme hot or cold temperatures for one hour plus. Possible exposure to distraction/uncomfortable noise levels and vibration of body or extremities. Risk of bodily injury from mechanical parts, electricity, etc. Possible exposure to fumes, odors, etc. that may affect respiration and skin.

The intent of this job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.

A person with a disability who is pursuing employment opportunities with Indiana University and wishes to discuss minimum requirement accommodations should contact the campus HR office.