



NOTICE OF VACANCY

Grounds/General Maintenance

Reports To: Grounds Supervisor and Director of Facilities Management

Description of Position: At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Grounds/General Maintenance will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students and community partners who support the institution's mission.

Grounds/General Maintenance staff performs general maintenance of the **college campus grounds** including lawn care, landscaping, and trash pickup. Performs general **grounds** maintenance such as cutting grass, trimming and pruning trees and shrubs, spraying for disease and insect control, and applying fertilizer. As well as assisting in a wide variety of maintenance activities, addressing immediate operational and/or safety concerns, assisting skilled trades, ensuring that tools, materials, and vehicles are maintained in good working order and are available at job site when needed.

Duties and Responsibilities

- Arranges furniture and equipment for the purpose of providing adequate preparations for special events.
- Assists skilled maintenance workers with projects (transporting and/or securing materials, completing specific task, etc.) for the purpose of completing projects in a safe, efficient manner.
- Cleans campus grounds, mows, trims, and edges grounds areas as needed and/or assigned for the purpose of providing an effective working/learning environment, preventing damage and/or limiting liability exposure.
- Maintains assigned vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs delivery services by identifying supplies, materials, and equipment to be delivered from invoices or order forms, safely loading items on the delivery vehicle, safeguarding items during transit, delivering items to the correct department, and obtaining the appropriate signature for the receipt of the delivered items.
- Performs semi-skilled work in the maintenance, care, and modification of College grounds and landscapes which includes the operation of electrical-powered and gasoline-powered grounds keeping equipment and machines, and the use of small hand and power tools or equipment in planting, cultivating, and trimming grounds and landscaping.
- Prepares outdoor locations for Special Events as needed by campus operations and, if applicable, painting and marking athletic fields, moving bleachers and seating, and erecting portable goals or other athletic equipment.

Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Steven J. Jones, Vice President of Administrative Services, Tanner Hall, Suite 202, P. O. Box 668, Moorhead, MS 38761, 662-246-6304; EEOC@msdelta.edu.

Duties and Responsibilities (cont.)

- Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site. Removes unsightly trash and debris from public areas by regularly inspecting grounds, drains, manhole covers, etc., for debris; raking, sweeping and bagging leaves, debris, dirt and trash from streets, sidewalks, parking lots, tunnels, and transporting the trash to designated central collection points on a daily basis.

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee is expected to perform other duties as assigned by the grounds supervisor or the Director of Facilities Management, and necessary for the effective operation and maintenance of Mississippi Delta Community College.

Mandatory Qualifications

- Applicant should have a high school diploma or GED
- Valid Driver's License
- Experience in the grounds/general maintenance field
- Effective oral and written communication skills commensurate with the responsibilities of the position

Desirable Qualifications

- Two or more years of experience in the grounds/general maintenance field
- Regular access to a reliable vehicle, a valid Mississippi driver's license is preferred
- Successful experience working as an effective member of a team
- Successful experience working with a culturally diverse staff & clients

Physical Demand/Work Environment:

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.

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The work requires considerable and strenuous physical exertion such as climbing ladders, frequent lifting of objects over 50 pounds, crawling or crouching in restricted areas. Occasional lifting of heavy objects weighing 75 pounds or more is required. The work area involves moderate discomfort and/or risk such as operating heavy machinery or dangerous equipment, or frequent exposure to hazardous materials. Alternatively, the work area may be subject to environmental discomfort such as poor ventilation. Loud noises, and/or extremes of heat or cold. The work often requires wearing protective gear that may be uncomfortable. The nature of the work environment may produce moderate levels of stress.

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TERMS OF EMPLOYMENT

This is a full-time, 12-month, non-exempt, Services Employee (SE) position

SALARY

The salary will commensurate with education and experience.

APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application Form
2. ***High School diploma, Official High School Transcript(s), or GED***
3. Current Resume
4. Valid Driver's License
5. Authority to Release Information Form/ Consent Form

DEADLINE

Internal/External – Until Filled