Whitworth University
Facilities Services Job Description

Job Title: Grounds Assistant

Job Function: Under the supervision of the grounds supervisor and a crew leader, student assistants in grounds positions are expected to perform various tasks necessary to maintain the function and appearance of campus grounds. Specific tasks vary by crew and by season. Experience is not expected, but the willingness to learn and an ability to follow directions and obey safety policy are required. A certain level of physical fitness may be required for some positions.

Responsibilities:
1. Tasks including – but not limited to – working on your knees, walk-behind mowing, weed trimming, edging, blowing, raking, sweeping, hand-digging/shoveling, trenching, rototilling, mulching.
2. Safely clean, maintain, store, and operate equipment and vehicles.
3. Assist with cleaning and maintenance of grounds facilities including garages, shops and offices.
4. Assist other grounds department crews as needed. Stay busy – ask for additional work as each task is completed.

Expectations:
1. Student employees should at all times be good representatives of Whitworth and of the facilities services department, both in the performance of their duties and in interactions with Whitworth constituents while in uniform.
2. Student employees should be present and ready to work at the assigned start time.
3. Students will comply with attendance policy requirements.
4. Student employees are responsible for personally notifying their immediate supervisor by phone (509.777.4600) when unable to be at work on time.
5. Student employees are responsible for parking their cars in the designated parking places and are responsible for having the proper parking stickers in place.
6. Student employees are responsible for wearing their PPE including hand, ear and eye protection (provided by Whitworth) at all times as appropriate while on the job. Steel-toed boots, long work pants (not athletic wear) and work shirts (provided by Whitworth) must be worn ALL day every day.
7. Student employees are responsible for supplying their own rain gear, hats, or other protection from the elements as needed.
8. Timekeeping: Hours worked must be recorded accurately on paper timecard, worksheet, AND WhitNet timecard, which must be reviewed daily by your immediate supervisor.
9. Cell phone policy: Use of cell phone voice and texting functions are allowed only in case of emergency or during break and lunch periods. Communication between crew members will be done by radio with appropriate radio etiquette.
10. Take personal responsibility for remaining productive during the entirety of each daily shift.

Minimum Qualifications:
1. Ability to lift 50 pounds and perform outdoor work in any weather for up to 8 hours a day
2. Dependability in attendance and ability to take responsibility for productivity and quality of work
3. Ability to maintain safe working conditions at all times, including comprehension and adherence with material safety precautions and operational training
4. Valid driver’s license and ability to pass Whitworth’s driving certification program
5. Positive attitude and ability to work with a team
6. Ability to follow instructions and learn new skills
7. Ability to complete tasks independently
8. Ability to pass background check
Athletic Fields Assistant

Job Function: Under the direction of the athletic field specialist, this position is responsible for the general maintenance and care of university athletic facilities while complying with all university and departmental policy and laws regarding workplace safety. There are approximately 20 acres of athletic fields that must be kept in top condition for use by university programs and conferences.

Position Specific Responsibilities (in addition to the above-stated responsibilities):
- Maintenance of all athletic fields to include but not limited to weeding and cleaning of all landscape beds on ALL fields, with emphasis on overall presentation of each and every athletic field and its surroundings, while accommodating university and conference schedules.

Irrigation Specialist Assistant

Job function: Under the direction of the irrigation specialist, this position is responsible for the general maintenance and repair of irrigation systems while complying with all university and departmental policy and laws regarding workplace safety. There are a total of 80 systems on the campus proper, athletic fields, and off-campus housing.

Position-Specific Responsibilities (in addition to the above stated responsibilities):
- Repairing failed irrigation components, leveling in-ground vaults, replacing failed heads, unplugging nozzles, making repairs and locating low-voltage wiring, solenoid replacement, and electrical systems troubleshooting
- Installation and modification of irrigation systems as needed

Trash-Recycling /Arborist Assistant

Job Function: Under the direction of the waste specialist and campus arborist, this position will be divided between assisting and supporting our campus trash and recycling program and supporting the campus arborist in the care of the campus trees and the renovation of the campus landscapes.

Position-Specific Responsibilities (in addition to the above stated responsibilities):
- Include but not limited to the collection, sorting or emptying of campus trash, recycling, and trashcans. Cleanliness of all compactors, balers, trashcans, trashcan pads, dumpster stations, smoking stations, and parking lot edges
- Also, cleaning, stump-hole cleaning and filling, sign installation, picking up trash, excavating old landscapes and planting new ones

Groundskeeper Assistant

Job Function: Under the direction of the campus groundskeeper, this position is responsible for the general maintenance and care of all of the campus grounds and associated properties.

Position-Specific Responsibilities (in addition to the above stated responsibilities):
- Include but not limited to care, maintenance, and cleanup of all campus lawns, planting bed and sidewalks, seeding, and minor irrigation repair
- The maintenance, care and planting of campus flowerbeds with annuals and assisting with other plantings as needed
- The renovation and/or repair of turf in the landscape, drainage swales, construction zones, along new walks and new concrete pads. Also, the design and installation of concrete mow strips and pads.
- Demolition of fences, walls, walks, pads and minor structures.