



Position Title: Part-Time Special Events Groundskeeper

Job Code: 8300-00E

Grade: C1

Reports To: Manager of the Events & Rentals Department

FLSA: Non-Exempt

Job Description:

The Part-Time Special Events Groundskeeper performs tasks at the baseball, softball, soccer fields, the track, and the tennis center. This individual will prepare the fields and the gymnasium for team games and/or practices, and all other special events in all of the areas assigned to the department.

Duties & Responsibilities:

- Sets up for events (floor covers, tables, chairs, stages, podiums, choral shells, raisers, etc)
- Performs maintenance and up keep of all locations assigned to the Events & Rentals Department
- Edge/trim in-fields, out-fields and warning tracks
- Prepares pitching mounds, drags infields, levels infield skins, base paths, plates, proper sloping of pitching mounds, warning tracks, maintain moisture content, infield clay work, paint field lines
- Prepares fields for practice, conference games and/or leagues
- Works infield lines according to NJCAA baseball standards including spike dragging,
- Rakes, sweeps, blows and picks up clippings, paper and trash from all fields
- Performs custodial and maintenance duties in and around the fields and building 7000 including emptying garbage cans, cleaning out field dugouts following games and/or practices
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service
- Performs other duties as assigned

Essential Personnel:

This function/position has been designated as Essential. This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

Minimum Requirements:

- High School diploma, GED, or equivalent.
- Ability to perform moderate to heavy physical work with prolonged standing and walking for extended periods of time, walking over uneven surfaces, stretching, bending, pushing, stooping, moving, lifting and carrying loads weighing between 50 - 95 pounds
- Ability to work flexible schedule to accommodate the facility's need to assist in special events during the year
- Ability to understand and carry out instructions and to complete work assignments

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name