



HUMAN RESOURCES

GREAT JOBS, GREAT LIVES™

FACILITIES SPECIALIST II

POSITION REFERENCE NUMBER: 11006-1112

GENERAL FUNCTION

This position performs work under the direction of the Assistant Director of Grounds with a high degree of initiative and independent judgement. This position's primary expertise will include but not be limited to over site for grounds and athletic field maintenance, property inspection and reporting, as well as day to day University operations.

Grounds coverage is typically daylight hours, 365 days/year and overtime may be necessary to accomplish work assignments and/or shift coverage. Vacations (PTO) approval may be limited during peak activity periods. This position will be required to work as scheduled during University closings to ensure campus needs are met. As a working supervisor, he/she will be required to work with, and lead, employees who are assigned to assist with work.

RESPONSIBILITIES

1. Performs field maintenance to grass and synthetic surfaces – grooming, lining, cultural practices, irrigation repair, renovation over site.
2. Directs utility workers engaged in general grounds maintenance activities – campus cleanup, trash removal, light pruning, weeding, watering, etc.
3. Consistently makes proper decisions that ensure work is completed in accordance with project guidelines set by management, and that the project is completed with a high degree of efficiency.
4. Inspects and reports on hardscapes, roadways, walkways, steps, catch basins, storm water and sanitary lines, building exteriors, and roofs.
5. Performs and schedules maintenance, repairs and installation on facility owned equipment and furniture.
6. Assist with maintaining files of utility and building systems diagrams generated from field investigations as well as understanding their functions with the use of a GIS program.
7. Oversees the day to day waste management program at all University locations.
8. Moves furniture and completes set-ups and teardowns for University functions and outside rental groups.
9. Receives and unloads delivery trucks.
10. Performs work according to manufacturer's specifications, department guidelines, trade practices, blueprints, shop drawings and schematics.
11. Performs snow removal work by using hand tools to remove snow and ice from steps, walks and ramps. Ability to operate equipment such as salt spreaders, skid steers, tractors and trucks to remove snow and ice from walks, ramps, roads and parking lots.
12. Maintains a functional awareness of typical hazards of the workplace as well as special hazards that may be encountered; follows established procedures for dealing with such potential hazards, promptly reporting all accidents or injuries to supervisor.
13. Attends seminars, conferences, and training sessions related to craft, and must be able to demonstrate and utilize the knowledge gained through this training.



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14. Required to assist and to perform other maintenance oriented functions including assistance with electrical repairs, carpentry repairs, painting, and HVAC repairs.
15. Responds to emergency calls from all campus locations.
16. Will drive on behalf of the university.
17. Performs related work and other duties as assigned.

MINIMUM QUALIFICATIONS

1. Associate's degree or higher related to turfgrass science, horticulture, or similar field is preferred.
2. Must have a valid driver's license, as well as the ability to drive vehicles with standard transmissions.
3. Knowledge of all tools, materials, methods and hazards of the trade. Skilled in the use of all tools of the trade.
4. Knowledge of local and national codes as applicable to work.
5. Strong background in field diagram reading.
6. Preferred experience with field care, both grass and synthetic, and all tasks that relate to both surfaces.
7. Must have the ability to receive work orders and follow orders verbally or in writing.
8. Must have the ability to work without direct supervision.
9. Must have the ability to work well with co-workers.
10. Must be able to work from blueprints, shop drawings, sketches, technical manuals, or verbal instruction.
11. Must be able to complete work and operates maintenance equipment in a safe and effective manner.
12. Must be able to work outside in all types of weather conditions, in unpleasant areas.
13. Must be able to clean spills of various substances such as body fluids or chemical substances.
14. Must be able to maintain an acceptable record of attendance, punctuality and meeting deadlines. Must be able to work any shift, at any campus location.
15. Must be able to work overtime, limit PTO (paid time off) during peak activity periods and work as scheduled during University closings when needed.
16. Must adhere to all University and departmental policies, procedures, and safety regulations.

OTHER INFORMATION

Exemption Status: **Non-Exempt**

Post Date: **July 3, 2017**

HOW TO APPLY

Submit a letter of interest and an attached resume to jobs@rmu.edu. To ensure proper processing, applicants must use the following subject line format:

First Name Last Name – Position Reference Number
Example: Bob Morris - 123456

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