

# **JOB DESCRIPTION SUMMARY – GROUNDWORKER II**

Job Title:	Groundswoker II
Department:	Grounds Department, Facility Services
Reports To:	Facilities Assistant Director, Grounds Manager, Leadperson and Supervisor.
FLSA Status:	Non-exempt
Supervises:	None
General Summary:	Under direct supervision, to operate powered and nonpowered machines and tools, and to perform unskilled and semi-skilled labor connected with grounds maintenance or construction.
Essential Functions:	Perform maintenance of secondary roads, parking areas and walkways as directed, under supervision. Cultivate, transplant, and/or maintain shrubs, trees, turf and flowers as directed under supervision. Assist in tree removal and transplanting. Assist in snow removal work. Clean streets and catch basins. Perform related duties as assigned.
Additional Duties:	As assigned.
Principal Working Relationships:	Interacts with other department personnel, Drake faculty and staff.
Knowledge, Skills And Abilities:	Ability and willingness to work as directed. Ability to follow general instructions. High School graduate and/or experience under lower title at Drake. Experience as laborer, groundswoker; tree trimmer, carpenter, stone mason, cement finisher, plumber, electrician, welder, mechanic or truck driver.
Qualifications:	High school graduate, and/or experience as groundswoker; possess a valid vehicle operators license.
Working Conditions:	Exposure to outdoor conditions such as noise, dust, heat, cold, weeds, etc.

Physical, Emotional And Intellectual Demands: Continuous standing/walking with frequent bending.  
Frequent climbing of steps, ladders and ability to work from scaffolding and personnel lifts.  
Frequent twisting of torso with occasional stooping, squatting, crawling and kneeling.  
Frequent pushing/pulling of 10-50 pounds.  
Occasional pushing/pulling of 51-65 pounds.  
Frequent lifting of 25-50 pounds.  
Occasional lifting of 51-100 pounds.  
Frequent carrying of 10-25 pounds.  
Occasional carrying of 26-50 pounds.  
Frequent simple and firm grasp with hand/wrist motion.  
Normal range of sight, hearing and speaking.  
Ability to work under stress and around normal conditions that exist in grounds settings.  
Ability to work with chemicals used for grounds care.  
Free of severe allergic reactions to plants and chemicals.

Equipment Used: Operate powered and non-powered landscape maintenance machines and tools.

To Apply: Complete Drake University application at Iowa Workforce Development, 430 East Grand Avenue, Des Moines, IA 50309 or at Drake University Human Resources Department, 1331 27<sup>th</sup> Street, Des Moines, IA 50311 or at Drake University Facility Services, 1422 27<sup>th</sup> Street, Des Moines, IA 50311.

All of the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation. This position description is not all inclusive and is currently under review.