NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

GROUND TECHNICIAN

**Department:** Plant Services
**Job Status:** Full Time
**FLSA Status:** Non-exempt
**Reports To:** Director/Plant Services
**Grade/Level:** Classified/Maintenance
**Amount of Travel Required:** As needed
**Work Schedule:**
Monday - Thursday 7:30AM – 4:30PM
Friday 7:30AM – 1:30PM
Or as assigned by the supervisor

**Positions Supervised:**

**GENERAL STATEMENT OF DUTIES:**

Under the direct supervision of the Director of Plan Services the Grounds Technician assists with the care and maintenance of the campus grounds

**MAJOR RESPONSIBILITIES:**

- Operate trucks, tractors, mowers, trimmers, chainsaws, and other types of lawn and landscape equipment
- Digs trenches, rakes leaves, trims hedges, trees and other plantings.
- Removes snow, and spreads salt/sand on iced surfaces to prevent accidents.
- Maintains fences or other barriers.
- Seeds, fertilizes, and irrigates outside plantings and lawns.
- Mows grass and maintains required equipment.
- Removes debris, used materials, and trash
- Maintains and repairs irrigation equipment

**POSITION CHARACTERISTICS:**

Design - Uses feedback to modify designs; Demonstrates attention to detail.

Problem Solving - Identifies and resolves problems in a timely manner; Develops alternative solutions.

Technical Skills - Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Maintains confidentiality; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations.
Written Communication - Writes clearly and informatively.

Teamwork - Balances team and individual responsibilities; Supports everyone's efforts to succeed.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Cost Consciousness - Works within approved budget.

Diversity - Demonstrates knowledge of EEO policy.

Ethics - Treats people with respect.

Organizational Support - Follows policies and procedures; Supports organization's goals and values.

Judgment - Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Organizes tasks.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position.

Quality - Demonstrates accuracy and thoroughness; Monitors own work to ensure quality.

Quantity - Completes work in timely manner.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Dependability - Follows instructions, responds to management direction; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Takes independent actions and calculated risks; Looks for and takes advantage of opportunities.

Innovation - Displays original thinking and creativity; Generates suggestions for improving work; Presents ideas and information in a manner that gets others' attention.

**MINIMUM QUALIFICATIONS:**
High school diploma or GED required with two years as grounds keeper, or related field, and three years of experience in irrigation maintenance or installation.
Other Certifications

Must have applicants license for herbicides and pesticides

Signatures:

________________________________________________________________________  __________
Grounds Technician                        Director of Plant Services              Date

________________________________________________________________________  __________
Director of Plant Services               Vice President for Administrative Services Date

________________________________________________________________________  __________
President                           Date