Howard Payne University does not discriminate based on race, color, national origin, gender (except where gender is a bona fide occupational qualification), age, veteran status, disability or genetic information. Your signature on the Employment Application indicates your understanding of these statements.

**Position Title:** Groundskeeper I  
**Posting Date:** September 2, 2015  
**Start Date:** Immediately  
**Status:** Full-time  
**Classification:** Support Staff / Non-Exempt

**SUMMARY OF DUTIES** - The duties of this position include, but are not limited to the following:

1. Daily trash collection from all property,
2. Plant grass, flowers, trees, and shrubs,
3. Water lawn and shrubs,
4. Operate commercial-size mowers, edgers, weed eaters, chain saws, blowers, backhoes, power washers, etc.
5. Sharpen tools such as weed cutters, edging tools, and shears.
6. Trim and edge around curbs, walks, flowerbeds, and walls,
7. Mow, fertilize and care for all turf and planted areas, including sports fields,
8. Prune shrubs and trees to shape and improve growth or remove damaged leaves, branches, or twigs,
9. Clean and repair university streets and parking lots,
10. Under supervision and using prescribed safety standards, spray lawn, shrubs, and trees with fertilizer, herbicides, and insecticides,
11. Rake and bags leaves,
12. Spread chemicals on public passageways to prevent ice buildup and shovels snow from walks, etc.,
13. Make minor repairs on grounds department equipment, including lawn mowers, spreeders, edger, etc.

**MINIMUM QUALIFICATIONS** - Only applicants meeting the Minimum Qualifications listed here will be considered as candidates: A high school diploma or G.E.D. is required. Applicants must be 21 years old and must maintain a valid Texas driver's license to drive any vehicle on behalf of the University. Must possess a basic knowledge of and the ability to operate commercial-size grounds keeping equipment listed above. Must be able to lift and carry 50 lbs. without assistance; must be able to work on ladders with heights above 6'; able to reach, stoop, bend, and be on your feet throughout the day; able to work in an outdoors environment where it may be hot, cold, noisy, and dusty at times. Must be able to communicate effectively verbally and in writing in English. Must be able to work around chemicals used to maintain grounds and buildings. Prior experience of grounds maintenance and irrigation sprinklers systems is preferred.

**EXPECTATIONS**: Howard Payne University is a Christian, private, liberal arts institution affiliated with the Baptist General Convention of Texas. Employees are expected to conform to the basic ideals of a church-related university and participate in an evangelical Christian church. Preference may be given to Baptists.

The university does not discriminate based on race, color, ethnic or national origin, gender (except where gender is a bona fide occupational qualification), disability, age, veteran status or genetic information. Background investigations will be conducted. The university is a Drug Free workplace and employees are subject to drug and alcohol testing at any time. Criminal background investigations will be conducted. Your signature on the Howard Payne University Employment Application indicates your understanding of these statements.

**APPLICATION REQUIREMENTS**: To be considered, applicants must submit an Employment Application (available at: www.hputx.edu/jobs), and the names and contact information for three professional references to:

Mrs. Tessie Mayo  
Howard Payne University  
1000 Fisk Avenue, Suite 210  
Brownwood, TX 76801  
Phone: (325) 649-8031  
E-mail: hr@hputx.edu

**APPLICATION DEADLINE:** Until filled
Howard Payne University, a church-related institution affiliated with the Baptist General Convention of Texas seeks to employ evangelical Christians, with preference given to Baptists, who are dedicated to teaching and service as they model the principles of the Christian faith. Howard Payne University is committed to the integration of learning and Christian faith in the pursuit of truth.

Employees are expected to embrace the Christian mission and purpose of Howard Payne University and lead lives of service through active involvement in Christian activities both on campus and through a local church. Your signature on this job description indicates your understanding and affirmation of these statements.

Job Summary - Maintains university grounds by performing the following duties.

Essential Duties and Responsibilities - include the following (the Director of Facilities and Planning or Grounds Supervisor may assign other duties):

1. Daily trash collection from all property,
2. Plants grass, flowers, trees, and shrubs,
3. Waters lawn and shrubs,
4. Operate commercial-size mowers, edgers, weed eaters, chain saws, blowers, back hoes, power washers, etc.
5. Sharpens tools such as weed cutters, edging tools, and shears.
6. Trims and edges around curbs, walks, flowerbeds, and walls,
7. Mows, fertilizes and cares for all turf and planted areas, including sports fields,
8. Prunes shrubs and trees to shape and improve growth or remove damaged leaves, branches, or twigs,
9. Cleans and repairs university streets and parking,
10. Under supervision and using prescribed safety standards, sprays lawn, shrubs, and trees with fertilizer, herbicides, and insecticides.
11. Rakes and bags leaves,
12. Spreads chemicals on public passageways to prevent ice buildup and shovels snow from walks and driveways,
13. Makes minor repairs on grounds department equipment, including lawn mowers, spreaders, edger, etc.

Supervisory Responsibilities - This job has no supervisory responsibilities.
Required Competencies - To perform the job successfully, an individual must demonstrate the following competencies:

1. Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

2. Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

3. Customer Service – Effectively manages difficult or emotional situations; Responds promptly to work orders; Solicits feedback to improve service; Responds to requests for service and assistance; Meets commitments.

4. Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

5. Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

6. Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Presents numerical data effectively; Able to read and interpret written information.

7. Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the university's mission; Provides vision and inspiration to peers.

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

9. Diversity - Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment.

10. University Support - Follows policies and procedures; Completes tasks correctly and on time; Supports the university's goals and values; Benefits the university through outside activities; Supports affirmative action and respects diversity.

11. Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgement; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

12. Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

13. Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans.

14. Professionalism - Always approaches others in a tactful manner; Reacts well under pressure; Always treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

15. Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
16. Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

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

18. Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

19. Attendance/Punctuality - Is consistently at work and on time; Arrives at meetings and appointments on time.

20. Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies supervisor with an alternate plan.

21. Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

22. Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Required Qualifications - To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. These requirements are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience - High school diploma or general education degree (GED); or one to three years related experience and/or training; or equivalent combination of education and experience.

Language Skills - Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and group situations.

Mathematical Skills - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, percent and to draw and interpret bar graphs.

Reasoning Ability - Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills - Ability to use email.

Certificates, Licenses, Registrations - The employee must be approved to drive university-owned vehicles and/or heavy equipment prior to being employed and must maintain a current Texas driver's license and a driving record clear of multiple moving violations to remain in this job.
Other Skills and Abilities - Must be able to operate all equipment and vehicles in a safe and proper manner.

Other Qualifications - Must be able to occasionally work overtime in the evenings, weekends or on holidays. Work schedules may occasionally vary in order to meet departmental work assignments.

Physical Demands - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand. The employee must be able to work at heights at least 6 feet above ground. The employee is occasionally required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles and toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock and vibration. The noise level in the work environment is usually very loud.

By my signature below, I confirm I have read, understand, and can meet all of the expectations and physical requirements in this Job Description.

_________________________________________  ___________________________
Signature        Date