

2021-2022 POSITION DESCRIPTION

Department: <u>Facilities</u>	Schedule Guidelines: Work Study students may not exceed the award. Most awards accommodate 10 hours per week dependent upon the student's Federal Budget.
Position Title: <u>Grounds Helper</u>	10 minute break per 3+ hr shift. After 5hrs, ½-hour lunch required.
Host Business: Bellingham Technical College Address: 3028 Lindbergh Ave.; Bellingham, 98229	Site Supervisor/Lead: <u>Chris Glatz</u>
Site Supervisor Phone:(360) <u>305- 1009</u>	Site Supervisor Signature: _____
Supervisor Phone: (360) <u>752 - 8355</u>	Supervisor: <u>Dave Jungkuntz</u>
	Supervisor Signature: _____

I. EDUCATIONAL BENEFITS TO BE DERIVED BY STUDENTS IN THIS JOB:

Students will have an opportunity in this position to identify problems and/or conflicts on the job and offer alternative solutions, prioritize work tasks, communicate with others on campus in a pleasant manner, and work with others from diverse social and cultural backgrounds.

II. SUMMARY OF JOB:

The utility/grounds worker will work mostly on litter clean up, edging, weeding, mowing and associated plant bed maintenance. Other work may include garbage/recycling duties, assisting with fixture and building moves, event set-up/tear-down, and other duties as assigned.

II. MINIMUM QUALIFICATIONS:

- Ability to follow oral and written instructions
- Have punctual attendance & advise the Grounds Lead *in advance* of any conflicts with the agreed upon schedule
- Be self-motivated to do work in a neat, complete, accurate and professional manner
- Be a safe and responsible driver of BTC utility carts

III. AVAILABILITY REQUIREMENTS OR TIME EXPECTATIONS:

The number of hours available to work in a given week is set by the Financial Aid Coordinator and is largely dependent on the amount of the Financial Aid Award. There is some flexibility given to make up missed hours due to academic projects, field trips, testing and finals. These hours need to be discussed *in advance* with the Grounds Lead and the Facilities Office Coordinator.

V. TYPICAL EQUIPMENT USED:

Typical equipment used: weed trimmers, leaf blowers & vacuums, hedge trimmers, power washers, lawn mowers, hand trucks, various hand tools, battery-powered drivers/drills, other tools as required for specific jobs. *Wear the correct PPE for the tools you are working with.*

VI. PHYSICAL REQUIREMENTS:

Sitting:		Walking:	X	Bend at waist:	X	Crawling:	X
Standing:	X	Climbing Ladders:	X	Kneeling/squatting:	X	Reach above shoulder:	X
Pushing/pulling:	X	Lifting (up to 50 lbs.):	X	Carrying:	X	Repetitive arm/hand movements:	X
Climbing Stairs:	X						

VII. ADDITIONAL NOTES:

You will be instructed on general safety guidelines for proper methods of lifting and in the appropriate use of Personal Protective Equipment (PPE). PPE is required for eyes, hands, and ear protection when using tools necessary to complete the assigned task. Driving small electric utility carts as needed for work. Focus on effective communication between all team members to produce a responsible and efficient system of working to meet goals and deadlines.

If you are going to be absent, you need to phone in prior to the start of your shift and should try your best to make voice contact with staff on the Grounds team. The call order is as follows:

- 1.) Chris Glatz, Grounds Lead; 360.305.1009 – Please leave a voice mail if Chris does not answer and call the next staff member listed below
- 3.) Shelby Stamey, Grounds Specialist; 360.820.0506

*****Financial Aid Office Use Only*****

Job Title: Grounds Helper Department: Facilities Rate of Pay: \$ 13.91/hour
 Job Class Code: WS 5120 WS FAPC: _____ Match FAPC: _____ Reimbursement: _____%
 Work Study Administrator: Joy Hicks, JHicks@BTC.Edu, 360-752-8460