

Pacific Union College

Job Description

Position Title:	Grounds Maintenance Lead	Exemption Status: Non-Exempt
EEO Classification:	10-Service Worker	Job Code: 37-3011
Department:	Landscape	Position ID: 54032GML
Reports To:	Landscaping Supervisor	Wage Scale: I-A
Last Update:	October 27, 2026	

STANDARDS FOR PERFORMANCE AND BEHAVIOR

Demonstrates the Cultural Relationship Expectations of Pacific Union College in all activities to achieve the Mission of Pacific Union College

<u>T</u>eamwork:	A foundational value modeled by an engaged and inclusive community partnering together for the betterment of PUC.
<u>I</u>ntegrity:	A necessary component for cultivating trust and mutual empowerment within our community.
<u>P</u>rofessionalism:	A system of employee boundaries that supports an engaged PUC working community in an environment blessed with supportive relationship groups.
<u>S</u>ervice:	A value and action rooted in our spiritual heritage.

JOB SUMMARY

The Grounds Maintenance Lead coordinates and performs a broad range of grounds maintenance duties at Pacific Union College. Mowing, string trimming, and maintaining hedges, shrubs, and trees.

The position also supports other maintenance, repair, cleanup, and improvement needs throughout the department and campus as needed.

Under the direction of the Landscape Supervisor, the Lead organizes daily assignments, monitors work quality, and works alongside other Grounds Maintenance workers. Duties may include irrigation maintenance and repairs, mulching, seeding, and overseeing equipment care.

ESSENTIAL FUNCTIONS

- Coordinate and perform daily grounds maintenance according to priorities established by the Landscaping Supervisor.
- Provide daily direction to other members of the Grounds Maintenance crew and other assigned workers while working alongside them.
- Perform mowing, string trimming, edging, blowing, hedge and shrub trimming, and

routine tree pruning.

- Organize maintenance routes and adjust assignments for weather, campus activities, equipment availability, and changing departmental needs.
- Perform irrigation maintenance, troubleshooting, repairs, and adjustments as needed by the Supervisor.
- Perform mulching, seeding, limited planting, weeding, seasonal cleanup, and other landscape maintenance and improvement work.
- Safely operate, inspect, clean, and perform routine maintenance on grounds equipment, tools, and authorized college vehicles; report defects to the Supervisor.
- Follow established safety procedures, demonstrate work methods to assigned workers, and interact professionally with others around campus.
- Perform other duties as assigned.

QUALIFICATIONS

Education

- High school diploma or equivalent required. Training or certification in Landscaping or Land Management preferred.

Experience

- 1-2 years of related experience.
- At least one year of supervisory experience.

Job Specific Qualifications

- Practical experience in groundskeeping, commercial landscape maintenance, or comparable work.
- Knowledge of mowing, trimming, routine pruning, and general landscape maintenance practices.
- Ability to safely operate commercial mowers, landscaping power equipment, and hand tools.
- Ability to organize daily work, provide clear direction, and monitor work quality.
- Ability to perform hands-on maintenance while coordinating a small crew.
- Ability to work independently, carry out priorities, and collaborate with others.
- Strong organizational skills and attention to detail.
- Ability to recognize equipment problems and maintenance hazards and report them promptly.
- Valid driver's license and acceptable driving record are required.
- Basic irrigation maintenance and repair experience.
- Previous crew leadership.

PHYSICAL DEMANDS:

- Frequent standing, walking, bending, kneeling, reaching, and movement across uneven terrain.
- Frequent lifting and carrying of materials up to 50 pounds and occasional lifting and carrying up to 75 pounds, using assistance or mechanical aids when appropriate.
- Ability to operate grounds equipment and perform outdoor physical work for extended periods.
- Essential functions may be performed with or without reasonable accommodation.

JOB CONDITIONS:

- Frequent outdoor work requiring regular movement throughout campus grounds and interaction with changing seasonal conditions.
- Frequent outdoor work in varying weather conditions.
- Regular use of landscaping equipment, hand tools, computers, email, and other resources needed to support departmental operations.
- Frequent communication with the Landscaping Supervisor, campus departments, students, employees, and visitors.
- Occasional evening or weekend work may be available to support campus events or seasonal projects but is not a regular requirement of the position.
- Work may include periods of independent activity as well as collaboration with the Landscape team.
- Occasional interruptions and changes in daily priorities may occur based on campus needs and departmental projects.

WORK ENVIRONMENT:

- Work is performed primarily outdoors throughout the Pacific Union College campus, including flower beds, ornamental landscape areas, lawns, walkways, parking areas, and the landscape nursery.
- Periodic work is performed in the landscape office and maintenance shop to organize supplies, maintain inventory, and complete administrative tasks.
- Regular exposure to outdoor environmental conditions, including heat, cold, rain, wind, dust, pollen, and seasonal weather changes.
- Work may involve exposure to uneven terrain, plant materials, fertilizers, pesticides, landscape debris, and noise from operating landscaping equipment.
- Tasks are performed while following established safety procedures and maintaining awareness of surroundings, equipment operation, and campus activity.

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and employees may be requested to perform job-related tasks other than those specifically outlined in this description. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a promise of employment or employment contract of any type.

I, _____ (printed name), acknowledge that I have received, read, and understand the **Grounds Maintenance Lead** job description, and that I am able to perform the essential duties with or without accommodation. I further understand it is my responsibility to inform my supervisor at any time I am unable to perform the essential functions.

Employee Signature

Date

Supervisor's Printed Name

Supervisor's Signature

Date