Position Title:	**Grounds Maintenance Assistant**	Exemption Status: **Non Exempt**
EEO Classification:	**10- Service Worker**	Job Code: **37-3019**
Department:	**Landscape**	Position ID: **54032GMS**
Reports To:	**Landscaping Supervisor**	Wage Scale: **I-C**
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

Teamwork:	A foundational value modeled by an engaged and inclusive community partnering together for the betterment of PUC.
Integrity:	A necessary component for cultivating trust and mutual empowerment within our community.
Professionalism**:**	A system of employee boundaries that facilitates an engaged PUC working community which functions in an environment blessed with supportive relationship groups.
Service:	A value and action rooted in our spiritual heritage.

JOB SUMMARY

The Grounds Maintenance Assistant performs a broad range of grounds maintenance duties at Pacific Union College. Mowing, string trimming, and maintaining hedges, shrubs, and trees are primary recurring responsibilities. The position also supports other maintenance, repair, cleanup, and improvement needs throughout the department and campus as needed.

The Grounds Maintenance Specialist reports formally to the Landscaping Supervisor and receives daily direction from the Grounds Maintenance Lead.

ESSENTIAL FUNCTIONS

- Perform daily grounds maintenance according to assignments provided by the Grounds Maintenance Lead or Landscaping Supervisor.
- Perform mowing, string trimming, edging, blowing, hedge and shrub trimming, and routine tree pruning.
- Perform irrigation maintenance, troubleshooting, repairs, and adjustments within the employee's training and authorization.
- Perform mulching, seeding, overseeding, limited planting, watering, weeding, and other landscape maintenance and improvement work.

- Collect and dispose of litter, leaves, clippings, branches, and other debris; clear accessible surface drains as assigned.
- Safely operate, inspect, clean, and perform routine maintenance on grounds equipment, tools, and authorized college vehicles.
- Report equipment defects and discontinue operation when equipment or conditions are unsafe.
- Keep tools, supplies, and work areas organized and communicate material and repair needs.
- Provide accurate time and task information and report progress, delays, hazards, and maintenance concerns to the Lead or Landscaping Supervisor.
- Follow established safety procedures, use required protective equipment, and interact professionally with campus users.
- Perform other related duties as assigned.

QUALIFICATIONS

Education

- High school diploma or equivalent preferred.

Experience

- Some level of work experience is preferred but is not required.

Job Specific Requirement

- Basic knowledge of groundskeeping or landscape maintenance practices;
- Ability to or a willingness to learn to safely operate commercial mowers, landscaping power equipment, and hand tools after appropriate training.
- Ability to follow instructions, complete assigned work, and work independently or as part of a team.
- Reliability, attention to detail, and ability to care for equipment and maintain organized work areas.
- Ability to communicate clearly and promptly report hazards, equipment problems, and maintenance needs.
- A valid driver's license with an acceptable driving record is required when operating college vehicles.

PHYSICAL DEMANDS:

- Frequent standing, walking, bending, kneeling, stooping, reaching, and movement across uneven terrain.
- Frequent lifting and carrying of materials weighing up to 50 pounds and occasional lifting and carrying up to 75 pounds, using team lifting or mechanical assistance when appropriate.
- Pushing and pulling equipment and materials using safe handling methods.
- Manual dexterity sufficient to operate grounds equipment and hand tools.
- Ability to 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 Assistant** 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