

## JOB DESCRIPTION



**Position:** Snow Removal Grounds Keeper  
**Classification:** Union- Seasonal PT  
**Beginning Pay:** \$20.10 per hour  
**Benefits:** Paid holidays  
**Schedule:** **Weather dependent**

## JOB SUMMARY

Under the supervision of the Library Director and Manager of Library Operations, the Snow Removal Grounds Keeper is responsible for the deicing and clearing of snow from walks on and around the library campus, street access walkways, the driveway and the parking lot through the operation/use of powered equipment, manual shoveling and spreading ice melt. The work needs to be completed in a timely and efficient manner, using the staff schedule and business hours as a guideline, to provide safe access to the library. This position requires constant monitoring of the weather forecasts, a strong work ethic, attention to detail and worksite safety.

## ESSENTIAL DUTIES, KNOWLEDGE AND SKILLS

- Snow removal, completed proficiently and safely, through the use of a snow shovel, snow blower, leaf blower and tractor with blade
- Distribution of ice melt by hand or use of a spreader to keep all paved areas clear of snow and ice
- Ability to maintain equipment to ensure proper functioning, keep an organized work area and keep on hand an adequate inventory of supplies
- Ability to recognize hazards inherent in routine and nonroutine tasks and make adjustments to avoid, loss, injury or accident
- Excellent time management skills, punctual and dependable
- Capable of working in an environment in which priorities and demands change rapidly
- Ability to work independently with minimal supervision to complete the job
- Understand and efficiently carry out oral and written instructions, with follow-up when needed
- Ability to interpret documents such as safety rules, operating and maintenance instructions and procedure manuals
- Communicate, on a regular basis, with the Director or Manager of Library Operations
- Create and maintain positive working relationships and behave professionally with everyone encountered in the course and scope of the job duties
- Performs other duties as assigned

## JOB REQUIREMENTS AND WORKING CONDITIONS

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.

- Willingness to work unpredictable hours including some weekends and possibly holidays (overtime and holiday pay available)

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- Administers work typically moving, using, and adjusting a variety of heavy equipment and materials
- Constant exposure to outside weather conditions for extended periods of time
- This position requires walking, standing, sitting, bending, stooping, crawling, reaching, using hands and fingers to operate and use objects, tools and controls, to reach with hands and arms and to hear and talk
- Specific vision abilities required including close vision, depth perception and the ability to adjust focus
- The employee may occasionally be required to climb up and down ladders, balance, kneel, crouch or crawl
- Heavy lifting up to 70 pounds and other strenuous physical activities
- Work may include exposure to chemicals and vapors, debris and dust and other uncomfortable conditions
- High School diploma or equivalent
- Valid Michigan Driver's License and a self-identified mode of transportation
- Experience in snow removal services and grounds keeping preferred

## ADDITIONAL INFORMATION

- This job description is intended to describe the general nature and level of work being performed by a person assigned to this job and is not to be construed as an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position