



**Position Title:** General Mechanic/Groundskeeper  
**Department:** Plant Operations  
**Supervisor:** Grounds Manager  
**Classification:** Full-time, non-exempt

The applicant in this position will perform skilled work in maintaining college vehicles, equipment, and miscellaneous hand tools. This position will be required, at times, to complete the standard grounds position work. The list of tasks includes, but is not limited to, the duties shown below. This position will also perform routine maintenance and repair for all assigned vehicles.

The General Mechanic/ Grounds Worker position requires grounds upkeep, moving College property, miscellaneous related repair and preventive maintenance of College grounds equipment. This description is intended to indicate the kinds of tasks and levels of work that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. Work direction may come from the Grounds Manager or a designated Lead Worker. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

**Characteristic Duties & Responsibilities for Grounds:**

- A. Mowing and trimming of lawns.
- B. Pruning and thinning of trees, shrubs, and hedges
- C. Grounds construction and repair
- D. Daily trash clean-up
- E. Move and install student furniture and office furniture
- F. Set-up and take down for special events
- G. Snow and ice removal.
- H. Make minor road and sidewalk repair.
- I. Perform other maintenance and cleanup duties as assigned.

**Characteristic Duties & Responsibilities for General Mechanic:**

- A. Cut and weld metal for body repair, touch up, etc.
- B. Change and repair tires and tubes
- C. Evaluates status of equipment and vehicles, and performs or schedules needed repairs
- D. Through evaluation, works with Manager to determine the most cost- effective means of maintenance, repair, or replacement
- E. Performs all duties in compliance with appropriate safety and security standards.
- F. Follow check lists/ work orders to ensure critical tasks are completed.

**Qualifications:**

1. Ability to comprehend written and oral instruction is required.
2. A valid PA Driver's License.
3. Working knowledge of automotive mechanics, gas engines, small engines, and diesel motors.
4. Knowledge of function and repair of hydraulics.
5. Experience and knowledge of welding methods and techniques.
6. Working knowledge of the practices, methods, materials, and tools used in modern equipment maintenance.
7. Experience with skid steer loader, front end loaders, and chainsaw a plus

**Physical Requirements:**

- Frequent carrying and/or lifting of up to 50 pounds
- Full use of all extremities
- Frequent bending/squatting and kneeling
- Occasional lifting of items over 50 pounds, up to 100 pounds
- Constant walking, standing

**Work Environment:**

Majority of work assignments require working outdoors in all seasons and all types of weather conditions. Evening and weekend work will be scheduled from time to time. All grounds positions are on 24 hour a day call-out to provide needed services.

Muhlenberg College is an Equal Opportunity Employer. All employees are expected to support Muhlenberg's commitment to function as a diverse, caring, inclusive community.

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