CLASSIFICATION: Landscape Services Laborer III-Temp

**Basic Function and Responsibility**
Lead a small crew of 3-5 employees performing bed maintenance and construction.

**Characteristic Duties and Responsibilities**

- Ability to lead, train, and instruct assigned support staff in work methods and processes related to landscape maintenance and construction.
- Cut weeds, brush, and grass using hand and power equipment.
- Ability to apply herbicides and pesticides to landscape beds and lawns.
- Ability to operate equipment used in landscape maintenance and construction.
- Rake lawns and remove paper and debris.
- Erect barricades and place signals around work site.
- Haul, spread and grade topsoil using appropriate implements.
- Transport supplies, materials, tools, and equipment to work site using a University vehicle.
- Maintain records of daily work tasks.
- Maintain and install erosion control devices.
- Move, load, and unload supplies, materials, tools, and equipment.
- Ability to send/receive emails.
- Mandatory participation in tailgate cleanups during football season.
- Shovel snow and de-ice walkways.
- Assist in the receipt, issuance, storage, and inventory of supplies, & equipment.
- Operate and perform routine maintenance to light and medium weight vehicles and equipment.

**Related Duties**
Perform related duties as assigned including, but not necessarily limited to, the following:

- Dig holes and trenches with hand and power tools.
- Ability to plant and/or remove plant material.
- Clean assigned areas of work.
- Participate in snow plan by shoveling, operating snow removal vehicles and equipment and applying ice melt products.
- Participate in football tailgate cleanup.
Supervision Received
Supervision is received from a designated supervisor.

Minimum Qualifications

- One-year satisfactory experience leading a small crew of 3-5 employees performing landscape maintenance and installation.
- Possession of a valid Michigan vehicle operator's license(s).
- Possession of a valid Commercial Pesticide Applicator Certificate in categories Turf (3a), Ornamental (3b), and Right-of-Way (6).
- Must drive University vehicle to perform job duties of this classification.
- Working knowledge and ability of using common hand tools and power tools used in bed maintenance.
- Frequent lifting of over 75 pounds is required.
- Possession or attainment of MSU Forklift operator's permit, articulated loader permit and tool cat operator’s permit prior to completion of applicable probation or trial period.

Additional Qualifications
May require valid operator, chauffeur, or commercial driver's license(s) with applicable endorsements and medical certificate in order to comply with State of Michigan requirements. May require blood borne pathogens certification prior to completion of applicable probation or trial period. This position requires, or will require prior to the completion of the probationary period: knowledge of basic personal computer terminology and operations, and the ability to use e-mail and the Internet.

"This description is intended to indicate the kinds of tasks and levels of work difficulty 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 his or her supervision. 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."

Date: 2/2015

MSU is an affirmative-action, equal-opportunity employer.

All interested applicants should fill out an application and submit a resume to the Landscape Services Department-1060 Stadium Rd.-East Lansing, MI 48824.


Contact Matt Bailey at mbailey@ipf.msu.edu if you have any questions about position.