Site Crew – Support Position 2015
Landscape Services Department – Michigan State University

The Landscape Services Department is seeking a highly motivated, knowledgeable employee to assist our landscape installation crew with installing landscapes throughout campus.

Work Hours & Days

Work Week: Monday – Friday 6:00am – 2:30pm up to 29 hrs/week*
*Scheduling to be determined with supervisor for the 29 hrs per week within the hours of 6:00am-2:30pm Monday-Friday

Basic Function and Responsibility

Provide labor assistance in landscape installation and site restoration activities.

Characteristic Duties and Responsibilities

- Perform landscape installations including plant material, signage, site furniture, edging, and boulders.
- Formal training in landscape equipment.
- Assist with grading, digging, back filling, hauling, mowing, hoisting and loading operations with power driven equipment.
- Operate trucks including truck/trailer combinations for transporting heavy equipment, implements, materials and supplies.
- Operate loaders and toolcats to assist with landscape installs.
- Assist in the installation of retaining wall and brick pavers.
- Assist in the grading, seeding and sodding of lawn areas following project plans and adhering to soil erosion and sedimentation control guidelines.
- Assist in the transplanting and moving of trees, shrubs and other plant material.
- Assist in planting bed and turf area soil amendments verifying soil characteristics to provide optimum growing conditions.
- Assist in the training, inventory, security, safe operation, adjustment, care and cleaning of tools and equipment.
- Operate and perform regular maintenance to light and medium weight vehicles, such as daily oil checks, grease fittings, and tire pressure checks.
- Perform manual labor to include shoveling and raking.

All interested applicants should fill out an application and submit a resume to the Landscape Services Department by March 1st 2015. Put attention to: Matt Bailey
Landscape Supply - Support Position 2015
Landscape Services Department – Michigan State University

The Landscape Services Department is seeking a highly motivated, knowledgeable employee to assist our Landscape Supply crew with material and logistic, and supply chain management functions in a warehouse environment.

Work Hours & Days

Work Week: Monday – Friday 6:00am – 2:30pm up to 29hrs/week*  
*Scheduling to be determined with supervisor for the 29 hrs per week within the hours of 6:00am-2:30pm Monday-Friday  
Hours may vary depending on work tasks required and/or changes in vendor deliveries.

Basic Function and Responsibility

Assist the permanent staff with cleaning, inventory control, data entry and customer service to provide materials and services to our customers.

Characteristic Duties and Responsibilities

- Assist with cleaning of warehouse, office, storage yard, equipment and grounds.  
- Assist with the proper inventory control methods such as receiving, stocking, issuing and delivery of products.  
- Assist with department mail pick up and delivery.  
- Assist in researching, selecting, and contacting vendors to secure material contracts and orders.  
- Operate trucks, tractors, forklifts, front-end loaders, string trimmers, hand tools and related equipment, power machines, and computers.  
- Work with software databases like FAMIS and Discoverer, preparing and maintaining spreadsheets with Excel and emailing using Outlook.  
- Communicate with IPF employees, vendors and contractors to ensure a high level of customer service.  
- An ability to demonstrate respectful and courteous personal skills is of utmost importance.

*** Candidate must have a clean driving record per the MSU vehicle operation guidelines. A background check of the driving record will be performed before hiring.

All interested applicants should fill out an application and submit a resume to the Landscape Services Department by March 1st 2015. Put attention to: Steve Wallace
Irrigation Crew – Support Position 2015  
Landscape Services Department – Michigan State University

The Landscape Services Department is seeking a highly motivated, knowledgeable employee to assist our irrigation crew with installing and maintaining the campus irrigation systems for the 2014 season.

Work Hours & Days

Employment Period: Mid April – May 2015 – November 2015  
Work Week: Monday – Friday 6:00am – 2:30pm up to 29hrs/week*  
*Scheduling to be determined with supervisor for the 29 hrs per week within the hours of 6:00am-2:30pm Monday-Friday

Basic Function and Responsibility

Assist in the operation, maintenance, and repair of manual and automated irrigation systems and to perform routine maintenance activities and general cleaning of fountain pools on campus.

Characteristic Duties and Responsibilities

- Assist in identification and treatment of irrigation related problems.
- Assist in installation and maintenance of automatic and manual sprinkler devices including sprinkler heads, valves, pipes, irrigation controllers and related equipment.
- Assist in spring start-up and fall shutdown of campus irrigation systems.
- Coordinate proper operation and setting of irrigation systems with gardeners.
- Assist and receive practical training in operation and setting of multiple irrigation systems utilizing the Toro Sentinel Control System.
- Assist in developing and maintaining a preventive maintenance program for irrigation systems.
- Assist with irrigation part inventory and logistics.
- Inspect, repair, and clean fountain pumps, filters and circulation system.
- Clean work area and equipment.

All interested applicants are required to fill out an application and attach your resume at the Landscape Services Building – 1060 Stadium Rd – East Lansing, MI 48824. Contact Matt Bailey at mbailley@ipl.msu.edu if you have any questions about the position.
Landscape Services Department – Michigan State University

The Landscape Services Department is seeking a highly motivated, knowledgeable employee to assist our hard surface crew with installing and maintaining sidewalks, roadways, parking lots, parking ramps and signage throughout campus.

Work Hours & Days

Work Week: Monday – Friday 6:00am – 2:30pm up to 29hrs/week*
*Scheduling to be determined with supervisor for the 29 hrs per week within
the hours of 6:00am-2:30pm Monday-Friday
Hours may vary depending on work tasks required, such as parking ramp
cleaning between 3am – 9am.

Basic Function and Responsibility

Assist in the cleaning, maintenance and repair of campus hard surface areas by street sweeping, installation signage, pavement markings, and parking ramp cleaning.

Characteristic Duties and Responsibilities

- Assist with maintenance of campus streets, walks, and parking lots by cold patching holes; lay out, mark, and painting lines.
- Assist with the set up of traffic control aids and signs in cooperation with the MSU Police for athletic and special events.
- Assist with maintenance of traffic control aids and signs including barricades, barrels and cones.
- Assist with asphalt patch areas as directed.
- Assist with installation and maintainence of regulatory, campus ordinance and building name signs.
- Assist in determining the time and sequence of maintenance and set up operations to assure on time completion.
- Operate trucks, tractors, forklifts, front-end loaders, paint machines, cutting tools and related equipment, backpack blowers, powerwashers, and miscellaneous hand tools.
- Assist in graffiti removal on campus hardscapes.
- Install and repair benches, recycling trash cans and urns.
- Clean work area and equipment.

All interested applicants should fill out an application and submit a resume to the Landscape Services Department by March 1st 2015. Put attention to: Adam Lawver
Gardening Crew — Support Position 2015
Landscape Services Department — Michigan State University

The Landscape Services Department is seeking a highly motivated, knowledgeable employee to assist our gardening crew in maintenance of university outdoor areas.

Work Hours & Days

Work Week: Monday — Friday 6:00am – 2:30pm up to 29hrs/week*
*Scheduling to be determined with supervisor for the 29 hrs per week within the hours of 6:00am-2:30pm Monday-Friday

Basic Function and Responsibility

Provide assistance in maintenance and caring for university landscapes.

Characteristic Duties and Responsibilities

- Assist in the planting and routine care of trees, shrubs, lawn coverings, and other campus horticultural items in an assigned area.
- Assist in the grading, seeding, and sodding of lawn areas.
- Assist in the transplanting and moving of trees, shrubs, and flowers.
- Assist in the lying out and maintenance of flowerbeds and ornamental shrubbery and lawns.
- Assist in the raking and disposal of leaves, twigs, and other debris.
- Assist in the operation, adjustment, care, and cleaning of tools and equipment.
- Operate and perform routine maintenance to light and medium weight vehicles and equipment.
- Grade, seed, and sod lawn areas.
- Rake and dispose of leaves, twigs, and other debris.
- Trim hedges and vines.

All interested applicants should fill out an application and submit a resume to the Landscape Services Department by March 1st 2015.
Tree Crew – Support Position 2015
Landscape Services Department – Michigan State University

The Landscape Services Department is seeking a highly motivated, knowledgeable employee to assist our tree crew in preserving and providing upkeep for all campus trees.

Work Hours & Days

Work Week:  Monday – Friday 6:00am – 2:30pm up to 29hrs/week*
*Scheduling to be determined with supervisor for the 29 hrs per week within the hours of 6:00am-2:30pm Monday-Friday

Basic Function and Responsibility

Provide assistance in maintenance and caring for university trees.

Characteristic Duties and Responsibilities

• Perform general tree and plant care, preservation, treatment, removal, and related maintenance and pruning operations
• Remove trees and shrubs
• Amend soil around trees and shrubs
• Erect street and pedestrian barricades and warning signs
• Collect, haul and dispose of plant refuse and debris
• Setup and removal of temporary fencing
• Pruning of trees and shrubs

All interested applicants should fill out an application and submit a resume to the Landscape Services Department by March 1st 2015.