

Position Description

**Job Title:** Maintenance and Grounds Specialist  
**Reports to:** Director of Campus Operations  
**FLSA status:** Full-time  
**Location:** On-site  
**Prepared:** February 2025

**Summary:** The Maintenance and Grounds Specialist, through faithful service to accomplish the mission of Kuyper College, is responsible for maintaining and improving Kuyper College's campus facilities and grounds by educating, guiding, and supervising student crews in the KuyperWorks program. This role combines hands-on work with administrative and leadership responsibilities, ensuring that maintenance and grounds tasks are completed effectively while fostering student learning and development. This role also includes being on call to address any maintenance emergencies that may occur.

**Essential duties include the following but are not limited to:**

**Supervising & Educating Student Crews**

- Lead, train, and supervise KuyperWorks students in maintenance and grounds tasks, ensuring work is completed safely and effectively.
- Provide students with educational opportunities by guiding them in technical skills and work habits.
- Maintain proper records and documentation related to student supervision, following KuyperWorks policies.
- Supervise seasonal and volunteer workers as needed.

**Campus Maintenance & Repairs**

- Identify maintenance and grounds needs, recommend solutions, and implement best practices.
- Develop and administer the CMMS, including creating preventative maintenance schedules and configuring the system for effective record-keeping and workflow management.
- Promptly respond to and evaluate work orders, ensuring all maintenance task progress and completion details are accurately logged and tracked within the CMMS.
- Perform basic repairs and upkeep, including HVAC, plumbing, electrical, carpentry, painting, and groundskeeping.
- Monitor and maintain the HVAC system, with shared access for the Director of Campus Operations.
- Ensure all campus facilities, including classrooms, residence halls, apartments, the Student Center, and outdoor spaces, remain clean, safe, and functional.

### **Grounds & Seasonal Responsibilities**

- Maintain paved surfaces (e.g., sidewalks, parking lots) by keeping them clean and clear of debris or snow as needed.
- Oversee landscaping, lawn care, irrigation systems, and sports field maintenance.
- Operate and maintain groundskeeping equipment (e.g., tractors, mowers, snow removal tools).

### **SAFETY & COMPLIANCE**

- Stay informed about safety codes, operational procedures, and equipment requirements.
- Regularly inspect furniture, fixtures, and equipment, reporting damage or concerns to the Director of Campus Operations.
- Keep workspaces (e.g., shop and office) clean and organized.

### **Communication & Collaboration**

- Maintain clear and professional communication with students, faculty, staff, and supervisors.
- Use the CMMS (Computerized Maintenance Management System) to track, update, and communicate work orders, ensuring students understand assigned tasks and progress.
- Provide students with guidance on work expectations and ensure they document their work appropriately.
- Be flexible and responsive to unexpected maintenance needs or requests.

### **Qualifications**

#### **Education & Experience**

- 3-5 years of experience in building maintenance, groundskeeping, or a related field (higher education experience preferred).
- Experience supervising college-age students or leading work crews.

#### **Technical Skills**

- Basic knowledge of HVAC, boilers, pumps, plumbing, electrical, carpentry, and finishing work.
- Familiarity with alarm/monitoring systems and groundskeeping equipment.
- Experience with snow removal and sports field maintenance.
- Utilization of CMMS software to organize and track workflows
- General knowledge of computers and willing to learn new software as needed.



### Soft Skills

- Strong communication and leadership skills to educate and guide student workers.
- Ability to analyze problems, collect information, and make sound decisions.
- Organized, self-motivated, and able to work both independently and as part of a team.

### Physical Demands

- Regularly required to stand, walk, climb, kneel, and use hands for maintenance tasks.
- Must be able to lift 10 pounds regularly and up to 50 pounds occasionally.
- Work outdoors in all weather conditions as needed.

Interested candidates should apply at [HRapplications@kuyper.edu](mailto:HRapplications@kuyper.edu).

Please visit our website at [www.kuyper.edu](http://www.kuyper.edu)

**Thank you for your interest in Kuyper College!**

*Bringing God's Grace into Today's Culture*