

**TRANSPORTATION
SUPERVISOR**

- ◆ All mowers, utility vehicles and tractors shall be washed off, fuel topped off, oil checked and inspected for any damage or possible mechanical problems each night.
- ◆ Mowers shall be greased daily or in accordance with prescribed manufacturer requirements.
- ◆ All hand held equipment shall be returned and checked into the storage bins.

**GROUNDS
SUPERINTENDENT**

- ◆ Employees may be asked to stay longer than required by the Grounds Superintendent and will be entitled to compensatory time or overtime.

REFERENCE:

- ◆ Physical Plant Policy and Procedure # 3 - Employee Break Periods.
- ◆ The shop as described herein is the Transportation/Grounds area located at the south end of the Campus Operations Building No. 69.