



**YOUNGSTOWN
STATE
UNIVERSITY**

CLASSIFICATION SERIES:

Groundskeeper Occupation

BARGAINING UNIT:

Excluded

Groundskeeper Supervisor

SERIES PURPOSE: The purpose of the Groundskeeper occupation is to provide year-round groundskeeping maintenance services to all outside grounds and property of the University.

CLASS CONCEPT: The class works under direction and requires expert knowledge of groundskeeping in order to act as a supervisor over lower-level employees, participate in the care and renovation of the university grounds, and/or perform skilled and semi-skilled grounds maintenance duties.

JOB DUTIES: Incumbents may perform some or all of these duties or other job-related duties as assigned.

Supervises employees; assigns and reviews work; establishes timeframes for the completion of assigned tasks; trains and orients employees; approves/disapproves requests for paid leaves; interviews candidates for employment and recommends hiring; evaluates employee work performance; receives and responds to grievances; provides assistance with the development of unit work procedures and policies.

Performs record keeping, documentation, and/or reporting tasks; orders materials, supplies, and equipment; keeps records of employees' use of time; maintains records regarding care and planting of trees, shrubs, and/or flowers; informs supervisor of materials needed for planting such as seeds, seedlings, trees, bulbs, plants, bushes, and fertilizers.

Participates in propagation, grooming, maintenance, preparation, cultivation, and/or other groundskeeping tasks required to care for turf, lawns, trees, shrubs, and/or flowers; participates in herbicidal spraying; removes, installs, and maintains plant materials; prunes, mulches, waters, applies insecticides, pesticides, and/or fertilizers; transplants trees; plants and prepares flower beds; removes trash and leaves from grounds; trims hedges; repairs erosion problems.

Performs skilled and semi-skilled grounds maintenance duties; plants, fertilizes, prunes, and applies insecticides to lawns, shrubs, and trees; applies top soil, grades surface, and lays sod; mows and drags; lays out, limes, and paints athletic fields; participates in forest management.

Cleans and repairs tools; services and repairs equipment including tractors, mowers, and backhoes; installs attachment on equipment; operates heavy equipment.

Effective 11/05/2024

Performs routine grounds maintenance and general labor; removes snow and applies salt; mows, weeds, and cleans lawns and flower beds; maintains parking lots and streets; delivers supplies; assists with minor building construction; performs routine building maintenance and custodial duties.

OTHER FUNCTIONS AND RESPONSIBILITIES: Assists with training new hires.

Performs any and all other duties assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: supervisory principles/techniques; employee training & development; basic mathematic principles; grounds maintenance; safety practices associated with use and operation of grounds maintenance equipment.

Skill in: groundskeeping activities; operation of various types of grounds maintenance equipment including tractors, mowers, sprayers, sod cutters, etc.

Ability to: maintain accurate records; check pairs of items that are similar or dissimilar; carry out instructions in written, oral, or picture form; deal with problems involving several variables in familiar context; demonstrate general physical fitness.

(*) Developed after employment.

MINIMUM QUALIFICATIONS: High School Diploma or GED; four years of experience in grounds maintenance and use of associated equipment. Valid driver's license.

PREFERRED QUALIFICATIONS: Landscaping experience; previous demonstrated experience supervising employees.

REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES: Pesticide license in 6A (Ornamental Pests) and 8 (Turf Pests); valid Driver's License.

PHYSICAL REQUIREMENTS: In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform very heavy work.

VERY HEAVY: work involves exerting 100 pounds of force occasionally, or 50 pounds of force constantly to move objects.

UNUSUAL WORKING CONDITIONS: Works outside in all weather conditions; may work with potentially dangerous equipment and chemicals; may be on-call 24 hrs. per day, 7 days per week, during severe weather.