CLASSIFICATION SERIES:
Groundskeeper Occupation

CLASSIFICATION CODE/PAY GRADE:
53613/22

BARGAINING UNIT:
ACE

Groundskeeper 3

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 thorough knowledge of groundskeeping in order to act as a lead worker 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.

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.

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.

Effective 03/29/2020
Performs other related duties as assigned.

**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; three years of experience in grounds maintenance and use of associated equipment. Valid driver’s license.

**PREFERRED QUALIFICATIONS:** Landscaping experience; supervisory principles/techniques.

**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 light work.

**LIGHT:** work involves exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force constantly to move objects, requiring: (1) walking or standing to a significant degree; (2) sitting most of the time while pushing or pulling arm or leg controls; or (3) working at a production rate pace while constantly pushing or pulling materials even though the weight or the materials is negligible. (The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.)

**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.

Effective 03/29/2020