

POSITION JOB DESCRIPTION

POSITION TITLE:GROUNDSKEEPER.....
DEPARTMENT:PHYSICAL PLANT.....
PERSONNEL GROUP:.....Classified.....
POSITION GRADE:12.....
POSITION STEP: 0-3.....
EMPLOYEE NAME:
POSITION REPORTS TO:Grounds Manager.....
REVISION APPROVED BY:
(Minimum approval level: Departmental Supervisor and Above)
REVISION/APPROVAL DATE:

EDUCATIONAL REQUIREMENTS:

High School diploma or equivalent; must have the ability to read, write, and follow written and oral instructions.

BASIC FUNCTION AND RESPONSIBILITY:

The Groundskeeper performs the duties necessary to keep the campus grounds in an aesthetic and well-preserved manner.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Prepares soil by cultivating, adds fertilizer or chemicals if needed, under authorized supervisor.
2. Plants seeds, bulbs, tree seedlings, and shrubbery so that resulting growth will produce attractive appearance.
3. Scatters grass seed or re-sods bare spots on lawn.; weeds and thins flowerbeds. Prunes trees and trims hedges to promote growth and improve appearance.
4. Mows lawns with power mower.
5. Connects sprinkling equipment and waters lawn, flowerbeds and trees in areas not having an automatic sprinkler system.
6. Under authorized supervision applies chemicals to flowers, shrubs, and trees.
7. May trap or poison rodents, under authorized supervision.
8. Adjusts and repairs equipment such as lawn mowers, chain saws, sprinklers, and hedge shears, using small hand tools such as screwdrivers, emery stones, wrenches, and pliers.
9. Removes trash and debris from campus and takes it to proper disposal facility.
10. May perform additional duties assigned by his supervisor.

EXPERIENCE: Three years of gardening experience.

SKILLS, KNOWLEDGE, ABILITIES: Required to have extensive landscaping knowledge with minimum supervision using only a few definite procedures.

LICENSES/CERTIFICATES: Texas Driver's License.

PHYSICAL REQUIREMENTS:

Walking, standing, lifting, carrying, and bending; required to lift items weighing 50 pounds.

WORKING CONDITIONS: Work outdoors; be exposed to all types of weather, noise and vibration from equipment; have good vision on both eyes with corrective lenses, if needed; have full use of arms, hands and legs; have good hearing in both ears with a hearing aid, if needed; work under extreme temperature conditions; be readily available to work after hours and/or on weekends and as it may be necessary.

RESPONSIBILITY: Must be able to exercise initiative and good judgment with a high degree of common sense to detect probable errors easily and quickly that would result only in minor confusion and expense for correction; responsible for proper maintenance and usage of equipment.

HUMAN RELATIONS: Must have good people skills and be a positive thinker to be able to maintain a pleasant and positive work attitude among co-workers, supervisors and customers; make contacts with immediate co-workers, supervisor and customers.

SPECIAL CONDITIONS:

Other duties may be assigned by immediate supervisor; may be required to work outside regular working hours; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ACKNOWLEDGEMENT:

The undersigned have jointly read, discussed and understand the full meaning of this job description, the basic functions and responsibilities, and agree to abide by but not limited to all the terms and conditions of college policies herein included, expressed, and/or implied.

Print Name

Print Name

Print Title

Print Title

Employees Signature and Date

Supervisors Signature and Date

Sign and return to HR for placement into employee personnel file.