



**Laredo Community College**  
An Equal Opportunity Institution • West End Washington Street • Laredo, TX 78040-4395

**POSITION JOB DESCRIPTION**

**DEPARTMENT:** ..... PHYSICAL PLANT

**POSITION TITLE:**..... GROUNDS LEAD PERSON

**PERSONNEL GROUP:**..... CLASSIFIED

**EMPLOYEE NAME:** ..... VACANT

**POSITION GRADE:** ..... 15

**POSITION STEP:** ..... 0-3

**POSITION REPORTS TO:** ..... GROUNDS SUPERVISOR

**REVISION APPROVED BY:**..... \_\_\_\_\_

**(Minimum approval level: Departmental Supervisor and Above)**

**REVISION/APPROVAL DATE:** ..... \_\_\_\_\_

**EDUCATIONAL REQUIREMENTS:**

High School Diploma or equivalent and/or four (4) years of related experience and/or an equivalent combination of education and experience performing similar duties. Must have the ability to read, write, and follow written and oral instructions.

**BASIC FUNCTION AND RESPONSIBILITY:**

The Ground Lead Person is directly responsible to the Grounds Supervisor. When necessary, the Grounds Lead Person will be responsible in assisting the Grounds Supervisor in the planning, directing, and organizing of the daily activities of the grounds department in general. Assist in the landscaping and grooming of maintainable acreage; assist in grounds and gardening projects related to the grounds department; assist in the management of the irrigation system as well as the supervision of landscaping and grooming of maintainable acreage. Responsibilities also include assisting in overseeing the quality of workmanship to the highest standards of operation and aesthetic improvement

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. Perform the duties necessary to keep the campus grounds in an aesthetic and well-preserved manner.
2. Prepares soil by cultivating, adds fertilizer or chemicals if needed, under authorized supervisor.
3. Plant seeds, bulbs, tree seedlings, and shrubbery so that resulting growth will produce attractive appearance.
4. Scatters grass seed or re-sods bare spots on lawns.
5. Weeds and thins flowerbeds.
6. Prune trees and trims hedges to promote growth and improve appearance.
7. Mow lawns with power mower.
8. Connects irrigations system equipment and water lawns, flowerbeds and trees in areas not having an automatic irrigation system.
9. Under authorized supervision applies chemicals to flowers, shrubs, and trees.
10. May trap or poison rodents, under authorized supervision.

11. 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.
12. Removes trash and debris from campus and takes it to proper disposal facility.
13. May perform additional duties assigned by his supervisor.

**EXPERIENCE:**

Three (3) years of landscaping and gardening experience and one (1) year experience leading a grounds crew.

**SKILLS, KNOWLEDGE, ABILITIES:**

Be able to perform routine duties; be able to use definite procedures and have individual common judgment. Knowledge of planting seasons, soil and other environmental issues and experience with tree removal and other landscape issues; excellent knowledge of proper use and maintenance of tools to include power tools such as power sprayer, fertilizer spreader, hoes, shovels, mechanical sweeper, chain saws, blowers, edger's, mowers, tractors and trucks; responsible for the management of the application of pest control and herbicides chemicals as it applied to restricted-use and state-limited-use of pesticides and regulated herbicides to growing plants, lawns, shrubs, ornamental plant, turf and trees, etc. at both LCC Campuses, if necessary.

**LICENSES/CERTIFICATES:**

Employees driving an LCC motor vehicle must have a valid Texas Driver's License. Preferably have a current Pesticide Applicator License in the state of Texas.

**PHYSICAL REQUIREMENTS:**

Walking, standing, lifting, carrying, and bending. Required to lift items weighing 50 pounds. Must have good vision on both eyes with corrective lenses, if needed. Must have full use of both arms, hands, and legs. Must have good hearing in both ears with a hearing aid if needed.

**WORKING CONDITIONS:**

Work beyond a normal workday and at varied work locations that may include the South Campus, which may require traveling from and to each campus; work outdoors with exposure to all types of weather conditions; be exposed to noise and vibration from operating machinery.

**SPECIAL CONDITIONS:**

May be required to work outside regular working hours. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned by immediate supervisor. May be required to work at a different college work site or campus as needed.

**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

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Print Title

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Employees Signature and Date

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Supervisors Signature and Date

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