

GROUNDSKEEPER

Purpose Statement:

The job of Groundskeeper is done for the purpose/s of maintaining attractive grounds area/s; ensuring the availability of required equipment; protecting against erosion; maintaining grounds for assemblies and/or recreational activities; ensuring assignments are completed in a safe, proper and timely manner and guidance to assigned workers as necessary.

Essential Functions

- Cleans landscaped areas and related items (e.g. storm drains, rain gutters, etc.) for the purpose of preventing flooding and removing hazards.
- Evaluates landscaped areas, equipment, sprinkler systems and grounds (e.g. fields, parking areas, etc.) for the purpose of identifying repairs and/or replacement needs, maintain schedules and preventing erosion.
- Installs/repairs irrigation components for the purpose of providing a functional and safe environment.
- Maintains groundskeeping equipment for the purpose of ensuring the availability of equipment in safe operating condition.
- Maintains landscaping (e.g. lawns, shrubbery, planted areas, irrigation, fences, playgrounds, etc.) for the purpose of preserving grounds in a healthy, attractive and safe condition.
- Orients new hires for the purpose of providing information about processes and procedures.
- Plants various landscaping materials (e.g. lawns, shrubbery, flowers, etc.) for the purpose of keeping the areas attractive and protecting against erosion.
- Prepares documentation (e.g. daily records, etc.) for the purpose of providing written support and/or conveying information.
- Prepares grounds (e.g. ball fields, courtyards, flower beds, etc.) for the purpose of providing adequate, attractive and safe areas for assemblies and/or recreational activity.
- Requests materials, supplies and equipment for the purpose of ensuring that adequate materials are available to complete assignments in a timely manner.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.
- Transports various items (e.g. equipment, supplies, etc.) for the purpose of providing materials at job site as required to complete tasks.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Attends meetings (e.g. in service, training, safety meetings, seminars, etc.) for the purpose of receiving and/or conveying information.
- Interacts with students for the purpose of providing information regarding plants, landscaping, etc.
- Procures equipment, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in groundskeeping; observing health and safety regulations; and communicating with persons of varied cultural and educational backgrounds.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: knowledge of grounds maintenance procedures.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; collate data; and consider a number of factors when using equipment. Flexibility is required to work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with specific, job-related data; and utilize a variety of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: adhering to safety practices; being attentive to detail; meeting deadlines and schedules; and working under time constraints.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 50% walking, and 40% standing. The job is performed under some temperature extremes and some hazardous conditions.

Experience Job related experience with increasing levels of responsibility is required.

Education High School Diploma or equivalent.

Required Testing

Pre-Employment Drug Screening
Pre-Placement Physical Exam
Pre-Employment Proficiency Test

Certificates & Licenses

Valid State Driver's License & Evidence of insurability
Forklift Operator's Certificate

Clearances

Criminal Justice/Fingerprint Clearance
Tuberculosis Clearance

Continuing Educ. /Training

None Specified

FLSA Status

Non Exempt

Approval Date

8/10/16

Salary Grade

Clsfd 21

