
Position:	Skilled Groundskeeper	FLSA:	Non-Exempt
Department/Site:	Grounds Maintenance	Salary Grade:	15
Reports to/Evaluated by:	Supervisor, Grounds & Landscape Services	Salary Schedule:	Operations

SUMMARY

Under general supervision, the purpose of the position is to perform a variety of work skilled landscaping and horticultural work involving the maintenance of public access grounds, gardens, and sports fields. Employees in this classification are responsible for accomplishing specialized and preventative maintenance tasks that provides the employees and general public with an environmentally safe, attractive, comfortable, clean, and efficient area. Works under the direction of assigned lead or supervisor. May be designated as the site lead in absence of the assigned lead or supervisor. Position is distinguished from that of the Groundskeeper II, by the level of independence the employee functions in, as a result of the advanced laboring knowledge acquired through training and work experience.

DISTINGUISHING CAREER FEATURES

The Skilled Groundskeeper is the third level in the grounds keeping career path. Groundskeeper I is the first, and entry level, where incumbents perform physical labor as part of a work crew. They may advance to Groundskeeper II after 2 years at level I, and demonstrating competency in landscape and horticultural techniques and preparing athletic fields. Advancement to Skilled Groundkeeper requires the following:

Competency in turf management,

Skill at operating specialized equipment, or

Assignment to a school site (alone) containing regulation sports fields.

Advancement to the Senior Skilled Groundskeeper requires 3 years at level as a Skilled Groundskeeper or experience equivalent in pesticide application, irrigation, and/or horticulture.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Senior Skilled Groundskeeper is capable of performing in all of the following areas, however, will have credentials, serve as a skill leader, and perform work in one of the following areas:

Landscape Maintenance and Horticulture

- Serves as a resource on landscape and horticultural matters. Designs and installs new landscaping by cultivating and renovating areas and installing or replacing turf, trees, ornamental plants, shrubs, ground covers, annuals, and bulbs. Selects, plants, prunes, and trims trees, ornamental plants, shrubs, and ground covers to accomplish landscaping objectives.

- Removes weeds, blows, rakes, and removes trash and debris from walkways, culverts, stairways, roadways, planters, and parking. Mows, grooms, and replants lawn areas. Fertilizes turf and various landscaped areas. Maintains in-ground drains and culverts.
- Stakes, prunes, thins, and transplants turf, trees, ornamental plants, shrubs, ground covers, annuals, and bulbs. Levels, cuts, fills, trenches, and excavates grounds with tractors and other rolling stock. Prepares sites for portable buildings.

Field Preparation

- Interacts and coordinates with Physical Education and Athletics Division faculty members regarding classroom setup and maintenance in District athletic fields/areas, as appropriate. Constructs, sets up, takes down, maintains, and repairs athletic activity courses, tracks, ranges, fields, and other equipment and constructions.
- Maintains athletic fields, areas, surfaces, and outdoor classrooms in a safe and usable condition. Mows, grooms, contours, paints, and lines athletic and public use play fields to comply with required dimensions. Sets up signs, scoreboards, goals, clocks, benches, trash cans, public address systems, and bleachers for athletic or other events.
- Prepares, repairs, or installs fencing, paving materials for pathways and road repair, concrete and rock retaining walls, wood, concrete, and/or rock borders, and various posts, slabs, drains, and culverts.

Equipment Operation

- Operates specialized and demanding machinery to dig, excavate, contour, and construct special land uses such as athletic fields and pedestrian parks, e.g., jackhammers, compressors.
- Operates combination front loader/back hoe, trenchers, dump trucks, and equivalent machinery. Inspects machinery before use to ensure proper servicing and safe operating condition.
- Trains other staff in the proper use of specialized and heavy equipment.

Irrigation

- Installs, repairs and replaces landscape irrigation systems following and interpreting blueprints, sketches or verbal instructions. Designs and prepares plans for irrigation systems and/or makes necessary changes to blueprints for irrigation system design compliance and to locate shutoff valves, irrigation valves, and physical layouts.
- Installs, adjusts, maintains and repairs electronic timers. Installs, inspects and performs major repairs to electronic and hydraulic valves and controllers. Replaces and repairs a wide variety of sprinkler heads and lines by removing, disassembling and replacing worn or broken parts.
- Drains, flushes, cleans, and repairs water storage reservoirs and irrigation boxes from water sources on a periodic basis. Performs maintenance on fire hydrants. Assists with installation of new water lines.

Spraying Applications

- Monitors and diagnoses weed, disease, and pest problems in athletic fields/areas, taking appropriate measures to mitigate or eliminate the problems.
- Sets calibration on tank sprayers, drop spreaders, and wheel-driven spreaders.
- Applies fertilizers, herbicides and pesticides to areas, as authorized. Places postings where pesticides are being applied. Disposes of product containers per instructions and applicable environmental regulations. Applies biological/organic controls for pests and weeds.
- Maintains up-to-date knowledge of safe pesticide/herbicide application.
- Trains Groundskeepers to earn pesticide applicators certification.

General

- Maintains adequate inventories of irrigation parts and glues, primers, pesticides, fertilizers, paints, oils, tools, seed, compost, sod, and equipment. Maintains records of purchases and uses.
- Maintains work order records, equipment parts listings, equipment oil change logs, equipment service/repair logs, seed usage logs, irrigation repair logs, fire hydrant maintenance logs, and records of supplies used on athletic fields.
- Maintains current Material Safety Data Sheets (MSDSs) for potentially hazardous materials. Maintains logs and files pesticide use reports with the District and/or local governmental agencies.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge and Skills: Requires advanced knowledge and understanding of the procedures, methods and techniques of grounds and landscape maintenance. Must understand the procedures used in the proper application of fertilizers and other additives. Requires advanced knowledge of routine installation and maintenance of sprinkler irrigation systems. Requires communication skills to interact with co-workers, staff, and students. Requires arithmetic skills to calculate weights, proportions, and sums.

Abilities: Requires the ability to perform all of the essential duties of the position. Requires the ability to operate and service common grounds and landscape maintenance tools, equipment and vehicles including, but not limited, to power riding lawn mowers, power blowers, and light duty trucks. Must be able to calculate fertilizer application amounts and apply them in a safe manner. Requires the ability to identify common plant, insect and nutrient deficiencies.

Physical Abilities: Requires the ability to stand for extended periods of time, walk up to 400 yards uninterrupted, and manipulate (lift, carry, move) light to heavy weights of up to 75 pounds on a regular basis. Requires the ability to push, pull, and guide materials over 75 pounds. Requires the ability to climb (e.g. ladders), stoop, kneel, and crouch on a regular basis. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate common grounds equipment and read instructions and safety information. Requires auditory ability to hear machinery sounds and alarms. Requires near and far visual acuity to read printed materials and observe grounds objects. Requires speaking ability to carry on ordinary conversations. Requires the ability to work in extreme temperature conditions.

Working Conditions: Work is performed mostly outdoors where significant health and safety considerations exist from physical labor and working with machinery.

Education and Experience: The position typically requires a High School diploma or equivalent and three (3) to five (5) years of increasingly responsible grounds keeping experience performing in areas such as heavy equipment maintenance, operation of excavating equipment, and having specialized knowledge of landscaping and horticultural techniques. Post high school training in landscaping or related area may substitute for some experience.

Licenses and Certificates: Requires a valid Driver's License and medical examination card. Credentials appropriate for the area of skill.