

<b>Position:</b>	Groundskeeper I	<b>FLSA:</b>	Non-Exempt
<b>Department/Site:</b>	Plant Operations/Grounds & Landscape	<b>Salary Grade:</b>	09
<b>Reports to/Evaluated by:</b>	Grounds Supervisor	<b>Salary Schedule:</b>	Operations

**SUMMARY**

Under general supervision, the purpose of the position is to perform a variety of work involving grounds and landscape maintenance of public access grounds, gardens, and sports fields. Employees in this classification are responsible for accomplishing a daily routine of general 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 work independently or as a member of a crew. In some cases, may be designated as the site lead in absence of the assigned lead or supervisor.

**DISTINGUISHING CAREER FEATURES**

The 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 with appropriate experience in demonstrating competency in landscape and horticultural techniques and preparing athletic fields. Advancement to Skilled Groundkeeper requires the following, or equivalent:

Competency in turf management

Skill at operating specialized equipment

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Mows, edges, aerates, and re-seeds lawns. Trims shrubs, hedges, and trees. Hoes weeds and rakes lawns. Operates, cleans, and does routine basic maintenance of power riding lawn mowers, power blowers, common trucks, and other motorized equipment requiring similar skill.
- Assists with landscaping projects. Constructs and contours raised beds, gardens, and drainage areas.
- Plants and cultivates trees, grass, flowers, and shrubs. Applies fertilizer as needed. Spades and otherwise prepares grounds for planting.
- Removes weeds, blows, rakes, and removes trash and debris from walkways, culverts, stairways, roadways, planters, and parking. Maintains in-ground drains and culverts.
- Cleans fields and facilities following events. Performs general grounds clean-up including picking up paper and trash on grounds areas. Performs building maintenance and cleaning duties of athletic facilities.
- Assists with preparation of sports fields. Mows, grooms, paints, and lines athletic and public use play fields to comply with pre-set dimensions.

- Assists with construction and minor repair of irrigation systems. Digs trenches, unloads and relocates materials, and cleans tools and equipment.
- Operates various lawn care equipment, i.e., manual and riding lawn mowers and tractors, sod cutters, trucks, weed-eaters, trimmers, edger, blower.
- May assist with fertilizers, fungicides, herbicides, insecticides and pest control chemicals according to prescribed safety labels; maintains rodent traps.
- Operates and maintains irrigation and drainage systems.
- May assist with the orientation of new Groundskeeper I employees to the operation.
- Performs other duties as assigned that support the overall objective of the position.

## **QUALIFICATIONS**

**Knowledge and Skills:** Requires a basic knowledge and understanding of the procedures, methods and techniques of grounds and landscape maintenance. Requires working knowledge of the procedures used and proper application of fertilizers and other additives. Requires knowledge of the operating characteristics for light duty grounds equipment, such as, but not limited to mowers, blowers, trimmers, and power hand tools. Requires a basic knowledge of routine operation and maintenance of sprinkler irrigation systems. Requires sufficient communication skills to interact with co-workers, staff, and students. Requires sufficient 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 requires a High School diploma or equivalent and one (1) year experience preferred in gardening, nursery work or grounds maintenance, and demonstrated ability to operate light duty grounds equipment.

**Licenses and Certificates:** Requires a valid Driver's License and medical examination card.