Job Title: Groundskeeper  
Compensation Rate/Grade: Grade 2  
Department: Facilities Services  
Updated: December 2011

Essential Functions:
- Perform minor and preventative maintenance on assigned grounds equipment.
- Operate equipment such as mowers, trucks tractors, payloader, and power/hand tools in a safe and effective manner.
- Work with and apply fertilizers to shrub, annual/perennial beds, and turfgrass areas.
- Maintain grounds including mowing, fertilizing, trimming, pruning, turf care, aerating, leaf removal, trenching, trash pick-up, and similar maintenance duties.
- Maintain shrubs, annual and perennial flowers and beds, pools and fountains; including fertilizing, trimming, pruning, chemical treatments, leaf removal and trash pick-up.
- Ability to accomplish duties from general instructions, and with minimal supervision. Be safety conscious, and follow all safety rules and standards.
- Work with and direct the activities of student staff.
- Perform work duties/responsibilities for extended periods of time (approximately 8 hrs/day) even during inclement weather.
- Ability to perform heavy manual labor, including bending, stooping, reaching, and able to lift items or materials weighing a minimum of fifty (50) pounds.
- Knowledge of standard hand and power tools and equipment used in grounds maintenance activities.
- Knowledge of safety standards and precautions pertaining to the use of tools and equipment related to grounds maintenance.
- Ability to perform heavy manual labor for extended periods, at times during inclement weather.
- Provide quality customer service to faculty, staff, students and campus visitors.
- Work assignments will primarily involve flower bed care, hand weeding, pruning, and trimming of shrubbery with much attention to detail.

Required Qualifications:
- Prior grounds keeping, landscaping, gardening, construction, horticulture, agronomy, soils, or turf maintenance experience.
- Satisfactory work performance and attendance records.
- Demonstrated ability to work with minimum supervision.
- Valid Driver's license. Must have or obtain CDL license, within 90 days of accepting position.
- Demonstrated ability to operate standard grounds and snow removal equipment.

Clarification Points:
- During the absence of the Grounds Supervisor, or Assistant Grounds Supervisor grounds keepers are to report to the custodial supervisor on duty.
- Work assignments may change to a different shift or time schedule in accordance with section 9.1 of the contract.
- Overtime will be handled on an individual basis as circumstances dictate.

Physical Demands:
- To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Must have the physical stamina to work long hours and/or more than 5 days per week. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
• The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.