

**Job Title: Grounds Maintenance Specialist**  
**Compensation Rate/Grade: Grade 5**  
**Department: Facilities Services**  
**Updated: January 2020**

**Essential Functions:**

- Selects, prepares, and applies various chemical solutions as required to maintain grounds.
- Operates specialty equipment.
- Organizes the planting calendar; specifying when to plant, fertilize, and irrigate the various flowers, trees, shrubs and sod.
- Review future construction plans and make recommendations in relation to area of expertise.
- Determines the appropriate timing and quantities of grounds care chemical applications such as fertilizer, herbicides, and pesticides.
- Determines the trimming, pruning, and other maintenance care required for the trees and shrubs.
- Determines the selection and placement of flowers, trees and shrubs.
- Oversees the layout, marking, and/or pattern mowing of the athletic fields.
- Repairs and maintains irrigation lines in working order.
- Trains grounds keeping personnel and provides daily instruction.
- Performs duties similar in nature or equivalent to those required of a Groundskeeper, including but not limited to mowing, fertilizing, trimming, pruning, hand weeding, turf care, leaf removal, trenching, trash pick-up.
- Perform minor and preventative maintenance on assigned grounds equipment.
- Ability to accomplish duties from general instructions and with minimal supervision. Be safety conscious and follow all safety rules and standards.
- Ability to plan, implement, and perform grounds maintenance activities such as planting, fertilizing, landscaping, snow removal, pruning, irrigating, athletic field markings, etc. as demonstrated through related work experience.
- Provide quality customer service to faculty, staff, students and campus visitors.
- Commit to being assigned as an essential employee, meaning you may be required to work when others are excused.
- Enforce and support policies established by the Facilities Services leadership.
- Work with and lead the activities of student staff.
- Attend to Facilities Services related emergencies when necessary.
- Attend safety meetings and other related meetings.
- Perform other related duties as required.

**Required Qualifications:**

- Bachelor's degree in Horticulture, Arboriculture, Agronomy, or related field or equivalent certification or experience (at least 5 years).
- Must be, or able to be, a certified commercial applicator of chemicals within one month of being assigned as a Grounds Maintenance Specialist.
- Valid driver's license with acceptable driving record.
- Must have or obtain a CDL license within 90 days of the start of employment.
- Ability to work with others and to provide work instructions.
- Maintain a satisfactory work performance and attendance record.
- Maintain any applicable certifications while employed at the university.
- Willingness to work off shifts, holidays and overtime as necessary.

**Physical Demands:**

- Ability to lift items or materials a minimum of 50 lbs.

- Ability to perform heavy manual labor, including bending, twisting, stooping and reaching as needed.
- Climb and use ladders up to 8 ft.
- Ability to work outdoors and/or in unairconditioned buildings, at university events, as required.
- Perform work duties/responsibilities for extended periods of time (approximately 12 hours/day) even during inclement weather.
- 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.