

**Job Title: Grounds Keeper**  
**Compensation Rate/Grade: Grade 3**  
**Department: Facilities Services**  
**Updated: January 2020**

**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, hand weeding, turf care, leaf removal, trenching, trash pick-up, and similar maintenance duties.
- Ability to accomplish duties from general instructions, and with minimal supervision. Be safety conscious, and follow all safety rules and standards.
- Selects prepares, and applies chemical solutions as required to maintain grounds.
- 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.
- Attend to Facilities Services related emergencies when necessary.
- Work with and lead the activities of student staff.
- Attend safety meetings and other related meetings.
- Perform other related duties as required.

**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 with acceptable driving record.
- Must have or obtain CDL license, within 90 days of starting work in the position.
- Must obtain Commercial Pesticide Applicators (CPA) training and certification and maintain certification, as required.
- 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.
- Demonstrated ability to operate standard grounds and snow removal equipment.
- 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.