

CLASSIFICATION SPECIFICATION

Facilities Groundskeeper

FT/PT Class Code: 7037, 7537 Pay Grade: B/C 04 FLSA: Non-Exempt Est. 07/01/12

SUMMARY STATEMENT: An incumbent is responsible for maintaining the grounds in a clean, orderly, and aesthetically pleasing condition.

NATURE AND SCOPE:

An incumbent in this class typically works under the direction of an administrative supervisor and may supervise part-time subordinate personnel. The incumbent is responsible for snow removal as well as maintaining the lawns, shrubs, flowers, and trees. A significant aspect of this position is the need to maintain the equipment used in good working condition.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Plants, transplants, cultivates, irrigates, weeds, mulches, fertilizes, prunes, mows, and trims lawns, flowers, shrubs, and trees.
2. Rakes leaves; loads and unloads trash, debris, supplies, and other materials.
3. Removes snow and ice from steps, walkways, and driveways.
4. Maintains driveways and parking lots by sweeping, grading, and repairing holes.
5. Operates and maintains a variety of equipment and hand tools, including mowers, tractors, saws, sprayers, edgers, grass shears, and trimmers.
6. Paints and repairs tables and benches.
7. Moves furniture and other items.
8. Assists trades personnel in painting, minor carpentry, and plumbing as required.
9. Performs sanitation and/or limited maintenance work as needed.
10. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of gardening and grounds maintenance.
- ◇ Knowledge of the operation of equipment and tools used in gardening and grounds maintenance.

KNOWLEDGE, SKILLS, AND ABILITIES, cont'd:

- ◇ Ability to follow oral and written instructions.
- ◇ Ability to perform a variety of gardening and grounds maintenance tasks.
- ◇ Ability to perform preventative maintenance on tools and equipment.

MINIMUM QUALIFICATIONS:

- ◇ High school diploma or GED, and one (1) year of relevant experience; or other equivalent combination of education and experience.