

GROUNDS WORKER

Spec. Code: 2015
Occ. Area: 15
Work Area: 171
Prom. Lines: 32, 96, 218,
219, 228, 313
Prob. Period: 6 mo.
Effective Date: 10/15/10
Last Action: Rev.

Function of Job

Under direct supervision from a designated supervisor, perform grounds maintenance or construction such as: planting, transplanting, fertilizing, spraying, watering, pruning, mowing lawns, and otherwise tending to lawns, trees, flowers, bushes, or other shrubbery, and ornamental plants.

Characteristic Duties and Responsibilities

1. Repairs and maintains secondary roads, parking lots, sidewalks, driveways, signage, benches, fountains, planters, burial sites, and other grounds features. Also, maintains and repairs tools, and equipment.
2. Assists in cultivating, transplanting, watering, maintaining, and removing shrubs, trees, and flowers when necessary.
3. Removes snow and ice from walks, stairs, ramps, driveways, and parking lots. Spreads salt, cinders, or sand in these areas as needed.
4. Mows and edges lawns, using power mowers and edgers; cares for established lawns by mulching, aerating, weeding, grubbing, and removing thatch. Trim and edge around flower beds, walks, and walls.
5. Cleans streets, walks, drains, parking lots, porch areas, and other outdoor areas as requested. Empties trash receptacles, cleans outside around trash compactors, and collects all other rubbish left on campus grounds and in building entryways.
6. Operates power equipment and hand tools used in the performance of assigned duties.
7. Mixes and performs application of chemical fertilizers, pest control treatments, and herbicides as required with respect to other duties of the position.
8. Moves and stores furniture and heavy equipment, or special set ups for outside events.
9. Stores supplies, hauls trash, hauls dirt, boulders, or white rock, and sets up signs or barricades.
10. Performs other related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

None

KNOWLEDGE, SKILLS, & ABILITIES (KSAs)

1. Ability to perform general physical activities required by the job, which include but are not limited to, the following: lifting, reaching, climbing stairs and ladders, carrying heavy loads, normal hearing, sight, and speaking abilities, hand-eye coordination, grasping, bending, writing, walking, and driving.
2. Ability to follow simple instructions.
3. Ability and willingness to work as directed.
4. Attention to detail.
5. Basic knowledge of machines and tools commonly used.
6. Equipment Maintenance – Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
7. Active Listening – Giving full attention to what other people are saying, taking time to understand the points.
8. Speaking – Talking to others to convey information effectively.
9. Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
10. Equipment Selection – Determining the kind of tools and equipment needed to do a job.
11. Repairing – Repairing machines or systems using the needed tools.
12. Time Management – Managing one’s own time and the time of others.
13. Dexterity – Physical dexterity to complete demands of the position.
14. Control Precision – The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
15. Near Vision – The ability to see details at close range (within a few feet of the observer).
16. Oral Comprehension – The ability to listen to and understand information and ideas presented through spoken words and sentences.
17. Static Strength – The ability to exert maximum muscle force to lift, push, pull, or carry objects.

18. Extent Flexibility – The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
19. Speech Recognition – The ability to identify and understand the speech of another person.
20. Oral Expression – The ability to communicate information and ideas in speaking so others will understand.

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