

ISSUED: **3/13**, 3/97,

7/92 & 3/88

SALARY

CLASS

TITLE: Groundskeeper

SCHEDULE: \_\_\_\_\_

CODE: AS703

SALARY

EEO

UNION: AFSCME

GRADE: \_\_\_\_\_

CODE: 70

FLSA: Non-Exempt

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CLASS: AS

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## **POSITION PURPOSE**

Perform a variety of landscape maintenance tasks in order to preserve and maintain the University grounds and athletic fields. Perform other maintenance services which include snow removal activities during the winter months to ensure safe drive and public passage ways for University staff, students and visitors.

## **ESSENTIAL JOB FUNCTIONS**

- Perform a wide variety of tasks related to the maintenance, and upkeep of University grounds and facilities. Use appropriate landscaping methods to care for, preserve and water plants; sod, seed and fertilize lawns; prepare beds and properly install appropriate plant material; apply pesticides as necessary. Properly prune trees and shrubs. Provide maintenance for annuals and perennials, water lawns and other plantings as needed. Properly mow, edge, and trim lawns with appropriate tools, operate equipment properly so as to avoid injury to self and others.
- Clean-up and maintain University grounds. Pick up litter from grass, along fences and around trees; remove rubbish from outdoor areas; empty outdoor garbage cans which may contain large amounts of trash and/or water; rake and/or blow grass clippings and leaves; set up and operate sprinklers; remove debris from malls and other outdoor areas. Perform clean-up and maintenance of interior areas as required. Remove cigarettes from outdoor receptacles and ground areas. Change sand in snuffers as needed.
- Properly care for and service power operated equipment used for groundskeeping activities. Check fuel, oil and battery fluid levels; add or change same as necessary; change tires; install, remove, oil, grease and adjust groundskeeping equipment and/or attachments; wash and/or steam clean equipment and attachments. Perform preventative maintenance utilizing hand and/or power tools, such as sharpening blades, and minor repairs not requiring the services of a mechanic.
- Maintain athletic fields to specification. Properly grade, drag and/or roll playing surfaces; use wet or dry marker to lay out marker lines for football, track, pole volt, high jump and other athletic events. Assist in handling and storing of equipment; clean up playing fields and viewing stands after sporting events. Promptly report all safety and maintenance issues.

- Remove snow and ice during winter months using appropriate procedures to ensure the safety of students, staff and visitors. Use shovels, sweepers, plows and/or trucks to clear sidewalks, driveways and paths of snow and/or ice; spread salt on surfaces as appropriate; break ice as necessary to ensure safety of students, staff and visitors.
- Maintain safe working conditions at all times by using supplies and equipment properly and taking necessary precautions. Remove all equipment and debris from work areas; work outdoors and in inclement weather; complete tasks requiring work in different positions and at different angles. Promptly report all safety and maintenance issues.
- All Groundskeepers are considered to be “Essential Personnel,” and are required to report during a university emergency closure period.
- Perform clean-up and maintenance of all facilities as required; performs other duties as assigned, including those of lower level classification.

### **MINIMUM QUALIFICATIONS**

- High school graduate or equivalent combination of education and/or experience.
- Reasonable experience performing commercial groundskeeping in all seasons.
- Technical training in horticulture or related field.
- Must obtain State certification as a pesticide applicator within 90 days of hire and maintain proficiency.
- Ability to lift and/or move heavy groundskeeping supplies and equipment.
- Ability to transport, use and maintain the full range of groundskeeping equipment including hand and power mowers, edgers, shovels, plows, sweepers, sprinklers, fertilizers and equipment, line markers, etc.
- Some knowledge of proper methods of pruning, mowing and other tasks necessary to maintain the grounds.
- Possession and maintenance of a valid Michigan vehicle operator's license and satisfactory driving record as determined by University policy.
- Ability to work in varying environmental conditions utilizing appropriate safety precautions and procedures.
- Must obtain security clearance.
- Able to work mandatory overtime when necessary.