

## Groundskeeper – Facilities (UY4014)

### Job Overview:

The Groundskeeper is responsible for landscaping and maintaining the grounds using hand or power tools and equipment. A variety of tasks are performed which may include sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, mulching, pruning as well as all activities/tasks required to maintain various zones on campus. This person is also responsible for the maintenance of hardscapes which include parking lots, parking structures, sidewalks, streets, storm drains, etc.

### Primary Duties and Responsibilities

The following duties are customary for this position, but are not to be construed as all-inclusive. Duties may be added, deleted and assigned based on management discretion and institutional needs.

- Plants or maintains vegetation through activities such as mulching, fertilizing, watering, mowing, seeding, sodding and sprigging of campus lawns
- Provide proper upkeep of hard surfaces, fountains, storm drains and other grounds features
- Mows lawns and trims grass around walks, flower beds and walls
- Prunes shrubs and trees to shape and improve growth
- Removes damaged leaves, branches, and twigs using mowers, tractors and other hand and power tools
- Lays out and tends flower beds or other decorative vegetation
- Plants, fertilizes, waters and uses herbicides and insecticides to maintain grass, flowers, trees and shrubs
- Removes snow and ice from walks and driveways
- Spreads salt, picks up litter, rakes, and removes leaves from campus
- Cleans drainage ditches and culverts
- Maintains driveways and parking lots
- Repairs fences, gates, walls, irrigation system, walks and outbuildings using carpentry, masonry and painting tools
- Operates and maintains University Vehicles and powered equipment such as mowers, tractors, twin-axle vehicles, snow blowers, snow plows, chain saws, backpack blower, electric clippers, sod cutters and pruning saws
- Work special event activities on campus such as football games, band festivals, etc.
- Attends training programs (classroom and virtual) as designated
- Complies with all company safety and risk management policies and procedures
- Reports all accident and injuries in a timely manner
- Participates in regular safety meetings, safety training and hazard assessments
- Applies all applicable OSHA and related local safety requirements to all assigned work
- May perform other duties and responsibilities as assigned

### Experience/Knowledge:

- High School diploma, GED equivalency required
- Must be able to maintain status to drive University Vehicles (qualify for and remain eligible to be on the Approved Driver List)

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### **Skills/Aptitude:**

- Mechanical & operational knowledge of all machines & tools related to groundskeeping
- Ability to provide the highest level of customer service skills to both internal and external customers
- Ability to present self in a highly professional manner to others and understands that honesty and ethics are essential
- Ability to maintain a positive attitude
- Ability to communicate with co-workers and other departments with professionalism and respect
- Being reliable, responsible, dependable and able to fulfill obligations
- Being careful about detail and thorough in completing work tasks
- Maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations
- Maintains high standards for work areas and appearance
- Must comply with dress code requirements
- Adhere to all Sodexo policies and regulations

### **Physical Requirements:**

- Ability to perform physical activities that require the employee to stand, walk, use hands to grip/move objects, tools or controls; reach with hands and arms; climb or balance, stoop, kneel, crouch or crawl; talk or hear and smell
- Ability to work near moving mechanical parts, being exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock and vibration
- Close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus, with or without corrective lenses
- Must be able to work some nights/weekends/holidays which will require occasional overtime
- Significant walking or other means of mobility
- Must be able to perform strenuous physical labor, which includes heavy lifting, carrying up to 40 lbs, bending, reaching, stooping, pushing and pulling

### **Working Conditions (may add additional conditions specific to defined work location):**

- Requires long hours outside year round

**Employee signature below constitutes employee's understanding of the responsibilities, qualifications, requirements and working conditions of the position.**

**Employee** \_\_\_\_\_ **Date** \_\_\_\_\_  
(Employee's Name)

**Manager** \_\_\_\_\_ **Date** \_\_\_\_\_