Groundskeeper

<table>
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<tr>
<th>Job Family: Facilities and Operations</th>
<th>Sub Family: Landscaping/Grounds</th>
<th>Career Track and Level: TAS 2</th>
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<tr>
<td>Job Code: FACLANDTAS2</td>
<td>Job Series: 26212</td>
<td>FLSA Category: NON-EXEMPT</td>
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<td>Pay Grade: CA&amp;P</td>
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**Job Family**

**Facilities and Operations:** Facilities job family serves to ensure the cleanliness, maintenance, and operation of campus facilities and grounds. Functions encompass custodial, grounds, and maintenance services, including oversight and programmatic administration.

**Sub Family**

**Landscaping/Grounds:** Plans, organizes, coordinates, and performs landscaping activities on campus. Includes gardening, planting, landscape and grounds maintenance, erosion, and pest control.

**Job Responsibilities**

- Serves as liaison regarding buildings, grounds, and minor repairs.
- Performs a variety of minor repairs, installation, and maintenance of building systems and equipment (such as sinks, toilets, light fixtures, electrical outlets, tractors, and trucks).
- Maintains grounds including care of trees, grass, shrubs, and flowers.
- Operates and maintains equipment such as large mowers, tillers, front-end loaders, and snow plows.
- Performs inspections of buildings to identify maintenance and repair needs.
- Maintains inventory of supplies needed to maintain buildings and equipment.

**Role**

- Works under limited supervision in performing job responsibilities.
- Applies technical or process knowledge; requires capacity to understand specific needs or requirements to apply skills/knowledge.
- May supervise or oversee the work of student employees.

**Impact and Complexity**

- Performs job responsibilities working within guidelines or traditional practice. May organize, set priorities, schedule, and review work of student workers or volunteers. Exercises judgment in prioritizing, planning, and organizing own work within time, process, and results requirements; has some flexibility to modify workflow based on need and circumstances.
Decisions made address non-routine questions and situations, often requiring investigation and/or research of precedents. Demonstrates ability to triage conflicting priorities and handle sensitive situations with tact and diplomacy.

Requirements

Knowledge of standard policies, procedures, tools, and/or equipment in a particular field typically obtained by a high school degree or GED or equivalent and a minimum of 2 years of experience in facilities and grounds maintenance or related field. An equivalent combination of education, training, and experience is acceptable. Specific knowledge, certifications, and licensure will apply at the position level.

This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity.