



**DATE ISSUED:** 08/08  
**FLSA:** Non-Exempt  
**PTO:** COVS

## **JOB DESCRIPTION**

### **TITLE**

Groundskeeper I

### **JOB SUMMARY**

Performs moderately heavy manual work in the care and maintenance of grounds. Work involves the care and maintenance of plants, shrubs, lawns and assisting with the installation and maintenance of sprinkler systems. Work is performed under supervision according to specific instructions and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

**Reports to:** Assistant Supervisor, Landscape Services, Groundskeeper II & Groundskeeper III.

**Supervises:** No supervisory responsibilities

### **PRIMARY DUTIES** - May include, but not limited to the following:

Maintains lawns by grading and raking soil, planting and watering grass, fertilizing and mowing turf.

Trims grass around trees, posts, signs and buildings.

Cares for plants by preparing beds, planting, watering, hoeing, fertilizing, pruning and spraying.

Cuts and trims grass using small power mowers, tractors, riding mowers and edgers.

Picks up all trash and rubbish on grounds and maintains appearance of assigned area.

Maintains tools, equipment and materials used in gardening and grounds keeping.

Maintains athletic areas such as football fields or golf courses.

Assists with the maintenance, repair and installation of sprinkler systems.

Loads and transports equipment to the work site.

Assists in sanding ice covered roads and sidewalks during inclement weather.

**ADDITIONAL DUTIES**

Assists with greenhouse operations and arborist's duties.  
Collects leaves for compost.  
Performs other duties as requested.

**EDUCATION**

Prefer completion of the tenth grade.

**EXPERIENCE**

No experience required. Six months experience preferred.

**REQUIREMENTS**

Valid driver's license issued by the State of Texas and a safe driving record such as required to attain Driver's Authorization through the university.

**KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

Ability to learn the practices, materials, tools and machines used in propagating, growing and caring for lawns, shrubbery, flowers and trees.  
Ability and endurance to perform tasks for up to 8 hours per work day.  
Ability to climb trees and work at heights while assisting with the pruning of trees.  
Ability to understand and follow simple written and oral instructions.  
Ability to respond to emergency situations in a timely manner.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, push; pull; reach; carry; lift; grasp; squat or stoop; bend and twist the body while performing essential duties; use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, climb stairs, talk or hear. The employee must have the ability to occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

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## **WORK ENVIRONMENT**

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. While performing the duties of this position, the employee may be required to travel. Exposed to any number of elements but with none present to the extent of being disagreeable. May be required to work in conditions including cold, heat, temperature swings, noise, outdoors and indoors, in trenches, and around mechanical, electrical, explosive, fume/odor, dust/mites, chemical, and/or waste hazards. May be required to work in locations that involve hazardous environments requiring protective equipment that conforms to OSHA regulations and some physical discomfort due to temperature, dust and noise.

## **SAFETY**

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***