



DATE ISSUED: 06/07
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Groundskeeper III

JOB SUMMARY

Performs skilled activities in the care and culture of landscape; concrete and asphalt construction and maintenance; irrigation system care and repair; sign installation and maintenance. Work is performed under the supervision of the Supervisor of Grounds and Landscape Design and/or Foreperson 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: Supervisor, Grounds and Landscape Design, and Foreperson

Supervises: May supervise Groundskeeper I and II

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

Performs the same activities and tasks as a Groundskeeper I and II and those that require a higher level of skill and experience.

Mixes and applies chemicals for fertilizing and weed and pest control, under direct supervision of a Licensed Applicator unless a valid chemical applicators license is possessed.

Finishes concrete and asphalt using specialized tools and machines.

Drives and operates large trucks used in the picking up and hauling of materials, equipment and trash.

Operates heavy equipment such as loaders, backhoes and other large tractors and equipment.

Follows appropriate safety procedures related to work performed.

ADDITIONAL DUTIES

Determines the need for the repair on a large variety of equipment and machines and in grounds maintenance.
Measures and marks playing areas and fields and places the equipment for various athletic activities.
Performs other duties as requested.

EDUCATION

Completion of the eighth grade level. High school diploma or equivalent preferred.

EXPERIENCE

Three years experience of grounds maintenance experience required. Some experience as a lead person.

REQUIREMENTS

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

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

Ability to direct and manage the work of others.
Ability to follow detailed oral and written instructions pertaining to job.
Ability to keep records accurately.
Ability to apply mathematical concepts to complete tasks (example: mixing, measuring and applying chemicals).
Broad working knowledge of the practices, tools, materials and machines used in grounds maintenance operations.
Ability to obtain or currently possess a non-commercial or private Chemical Applicators License (may be required for some positions/not applicable to all Groundskeeper III positions).
Ability to operate various types of large machines and trucks used in grounds maintenance.
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; lift; dig; haul; pull; reach; carry; lift; grasp; squat or stoop; bend and twist the body while

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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.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. The noise level in the work environment is low to moderate. 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.

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