Position: Grounds Specialist	Salary Grade: 13
Department: M&O	FSLA: Non-exempt

Summary

Performs a variety of physical work involving grounds maintenance and landscape of public areas including athletic fields, gardens, and pedestrian parks.

Essential Duties and Responsibilities

- Plants, cultivates, and prunes trees, grass, flowers, and shrubs. Sprays for control of insects, weeds, and plant diseases. Applies fertilizer as needed. Spades and otherwise prepares grounds for planting. Trims shrubs, hedges, and trees. Hoes weeds and rakes lawns.
- Performs layout and planting of new garden areas. Recommends plants and other improvements to enhance the beauty of garden areas.
- Mows and edges lawns by operating power riding lawn mowers, multi-gang mowers, and edger.
- Operates common trucks, tractors, and other motorized equipment requiring similar skill. Operates a backhoe and forklift. Maintains grounds equipment and vehicles in a safe operating condition.
- Prepares sports fields for athletic events, drags and marks fields according required contours and distances. Cleans and repairs fields and facilities following events.
- Performs general grounds clean-up including picking up paper and trash on grounds areas.
- Designs, prepares plans, installs, repairs, and replaces landscape irrigation systems following blueprints, sketches, or verbal instructions.
- Checks operation of, services, installs enhancements to existing sprinkler irrigation systems. Sets and operates sprinkler clocks to water lawns and fields.
- Transports equipment as required using trucks and trailers sufficient to complete assigned task.
- Cleans parking lots and related areas using tools and equipment designated for that purpose such as power sweepers. Resurfaces parking lots and walkways.
- Performs gardening duties including pruning, planting, and edging. Sprays for weed and pest control.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

Requires a working knowledge and understanding of the procedures, methods and techniques of grounds and landscape maintenance. Requires a working knowledge of accepted methods of propagating, cultivating, pruning, and caring for plants, flowers, shrubs, trees and lawns; methods of preparing soils for planting. Must understand the procedures used in the proper application of fertilizer, herbicides, insecticides and pesticides. Requires a basic knowledge of the principles of routine operation, maintenance and repair of sprinkler irrigation systems. Requires basic knowledge of the operation and mechanical characteristics of grounds and landscape equipment, including tractors, mowers, and handheld machines. Requires sufficient communication skills to interact with co-workers.

- **Abilities**

Requires the ability to perform all of the essential duties of the position at an entry or journey level depending on classification. Must be able to operate and maintain grounds and landscape maintenance tools, equipment and vehicles. Must be able to operate vehicle, excavating and other mechanical equipment safely. Must be able to read and interpret blueprints and apply methods for gardening and landscaping. Must be able to calculate fertilizer and chemical application amounts and apply them in a safe manner. Must be able to operate and perform routine repairs on automatic sprinkler systems. Requires the ability to identify common plant, insect and nutrient deficiencies. Requires the ability to obtain a pesticide applicator's certificate. Requires the ability to obtain a forklift operator's certificate. May require the ability to perform work assignments at all College locations.

- **Physical Abilities**

Requires the ability to perform heavy manual labor, occasionally in extreme weather conditions. Requires the ability to stand, walk and manipulate (lift, carry, move) light to medium weights of up to 75 pounds on a frequent basis and pushing, pulling, and guiding over 75 pounds on an occasional basis. Requires the ability to stoop, kneel and crouch on a continuous basis. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate equipment and read technical and safety information.

- **Education and Experience**

High School diploma or equivalent required, plus 2 years of experience in gardening, nursery work or grounds maintenance, and demonstrated experience in operation of light duty equipment.

- **Licenses and Certificates**

  Requires a valid Driver's License.

- **Working Conditions**

  Work is performed indoors and outdoors in extreme weather conditions where significant safety considerations exist from full-body physical labor and handling of medium-to-heavy weight materials.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Board approved: 03/18/2020