

POSITION DESCRIPTION

TITLE: Groundskeeper I - (Non-Exempt)

Collective Bargaining - Eligible

Based on the duties and responsibilities as described in this position description, it has been determined that the incumbent is eligible to participate in collective bargaining.

JOB SUMMARY:

Groundskeeper I is a skilled position in the grounds trade. Employees receive general supervision and instruction from the Grounds Supervisor or any other high level designated Physical Plant personnel. Employee in this category will be required to work in inclement weather (extreme hot, cold, dusty and other related situations). Employees will be required to perform heavy lifting, do minor repairs to equipment and operate all tools and equipment associated with grounds and other duties as required. Employee will also be required to work after hours to remove snow and ice in emergency situations. Employee must be dependable and punctual.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the Memorandum of Understanding (MOU) and/or the employee handbook.
- Operates tractors, mowers, weed eaters, pumps, sprayers, shovels, rakes and other miscellaneous tools and equipment (snow blowers, edgers, etc.).
- Cuts grass, edges walks, prunes shrubs and trees, cuts hedges, removes trash, repairs walks and roadways.
- Changes filters, performs preventive maintenance on equipment associated with trade.
- Repairs fences.
- Assists in layout and maintenance of athletic fields.
- Assists in setups for College related functions.

SPECIAL KNOWLEDGE AND SKILLS:

- Follows simple written and verbal instructions.
- Ability to work alone.
- Follows safety procedures and practices.
- Skills in use and care of grounds equipment.

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- Skills in safe operation of equipment.

MINIMUM QUALIFICATIONS:

- Education: Completion of eighth (8th) grade.
- Experience: Two years' experience in the field of grounds maintenance. Additional experience can be substituted on a year to year basis up to two years of education requirements. Completed certification for horticulture or other vocational or technical school may be substituted for one year of qualifying experience.
- Must possess a valid Maryland driver's license.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.