

Groundskeeper-General Maintenance Worker

GENERAL FUNCTION

The Groundskeeper-General Maintenance Worker performs semi-skilled work in the maintenance, care, and modification of grounds and landscapes which includes the operation of electrically-powered and gasoline-powered groundskeeping equipment and machines, and the use of small hand and power tools or equipment in planting, cultivating, and trimming grounds and landscaping. The Groundskeeper also performs maintenance on groundskeeping equipment and tools, and makes minor repairs (within demonstrated capability) as directed. The Groundskeeper/General Maintenance Worker changes light bulbs, paints walls, woodwork, furniture, and equipment, makes minor carpentry, plumbing, and electrical repairs, delivers supplies, materials, and equipment as needed, retrieves and documents transfer of accountability of surplus property, provides custodial services, etc.

MINIMUM ACCEPTABLE QUALIFICATIONS

Education: A high school diploma or the equivalent is required.

Experience: At least two years of experience in groundskeeping is required, where knowledge of the methods, materials and equipment used in planting, cultivating, and trimming a variety of types of trees, shrubs, ground cover, flowers and grasses has been gained; an Associate's degree in horticulture or a related field may be substituted for the two years of experience required. Knowledge of the use and proper disposal of chemicals used in groundskeeping (horticulture, turf management, and floriculture) is preferred.

Skills: The ability to read English language sufficiently to understand written work orders and instructions as well as directions for the proper mixture, use, and disposal/storage of cleaners, solvents, chemicals, fertilizers and similar products used in groundskeeping is required. Skill in the proper operation and maintenance of grounds maintenance tools, equipment, and machinery is required. The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds is required.

The ability to identify and eradicate disease or insect damage to plant and turf materials is preferred.

Effort: Requires the ability to lift and carry groundskeeping supplies and equipment weighing up to 50 pounds on a frequent basis and up to 100 pounds on an occasional basis, prolonged walking or standing, and frequent bending, stooping, kneeling, and reaching on a daily basis. Requires a full range of physical motion in order to operate manual, electrically-powered and/or gasoline-powered groundskeeping equipment and

machines. Requires the ability to access facilities and areas which may only be accessible by climbing stairs or by climbing ladders to a height of 20 feet (e.g., for tree trimming). Must be able to move throughout assigned areas, as the work is performed primarily out-of-doors, year round.

License: Must have a valid Texas motor vehicle operator's license.

Other: Scope of the position requires exposure to and use of chemical compounds for application on trees, shrubs, ground cover, flowers, and grasses which may be hazardous and cause injury if specific instructions regarding their mixture, application, use and disposal/storage are not properly followed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Performs tasks common to the care of grounds and landscapes by seeding, watering, mulching, fertilizing, and applying chemicals to outside plantings, lawns and turf, as well as inside flowers and cuttings used in transplanting; inspecting plant materials for insects, disease, physical and mechanical damage and identifying replacements; transplanting, pruning, trimming, and cultivating trees, shrubs, ground cover, and flowers.
2. Performs regular and directed grounds and landscape maintenance by mowing lawns with riding or push mowers; trimming and edging around trees, shrubs, ground cover, flowers, sidewalks and buildings; weeding, thinning and cleaning flower beds and other grounds by hand or utilizing proper tools and equipment; and setting up, adjusting, repairing, and cleaning irrigation systems.
3. Provides a record of grounds and landscape watering and chemical spraying by keeping daily logs of areas watered and duration of watering and the application of chemicals, including areas sprayed, amount and type of chemicals used, substances sprayed and reason, and the wind speed and direction at time of spraying.
4. Performs general maintenance and repairs by installing, removing, repairing and maintaining landscape, lighting, fences, and parking lots, as applicable.
5. Removes unsightly trash and debris from public areas by regularly inspecting grounds, drains, manhole covers, etc., for debris; raking, sweeping and bagging leaves, debris, dirt and trash from streets, sidewalks, parking lots, tunnels, and transporting the trash to designated central collection points on a daily basis.
6. Reduces the likelihood for the spread of diseases and unsightly appearance of trash containers in public areas by emptying, cleaning and disinfecting trash and cigarette receptacles on a regular basis.
7. Prepares outdoor locations for use by visitors, vendors, and the public as needed.

8. Applies chemicals used in groundskeeping (horticulture, turf management, and floriculture) properly and safely by wearing prescribed protective clothing, masks, and/or rubber gloves and boots, following either written or verbal directions for mixing chemical compounds according to specifications, applying the chemicals properly on grounds and landscapes designated for their use, and disposing of residual chemical products as directed or storing and labeling them for future use.
9. Safely operates light vehicles such as pick-up trucks, tractors, riding mowers and portable power tools and equipment such as saws, grass trimmers, leaf blowers, sprayers, paint machines and other groundskeeping equipment by obeying applicable traffic laws and following operator instructions, and wearing appropriate safety items such as goggles, gloves, or other appropriate protective clothing.
10. Ensures that grounds maintenance equipment and building maintenance equipment are operational by performing routine and preventative maintenance and cleaning of tools, equipment and machines within reasonable capabilities.
11. Replaces and disposes of light bulbs in interior building settings using ladders, lifts, or other tools.
12. Performs delivery services by identifying supplies, materials, and equipment to be delivered from invoices or order forms, safely loading items on the delivery vehicle, safeguarding items during transit, delivering items to the correct department, and obtaining the appropriate signature for the receipt of the delivered items.
13. Assists with management and accountability of surplus property items by retrieving surplus property items as directed, recording the transfer of accountability for the items, and returning the surplus property.
14. Performs custodial services following established procedures and guidelines in buildings, offices, restrooms, etc. including their furnishings, using manual tools and powered machines.
15. Performs minor maintenance work using hand and power tools by making carpentry repairs such as nailing down loose boards, or replacing worn or rotten floor boards, performing minor plumbing repairs, and replacing defective electrical switches, light bulbs, fuses, and fluorescent ballasts.
16. Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
17. Contributes to the overall success of the company by performing all other related duties as assigned.