

GROUNDSKEEPER

DEFINITION

Performs routine manual tasks related to gardening and grounds maintenance at a college campus.

TYPICAL DUTIES

Mows and edges lawns using hand and power mowers and equipment.

Blows, rakes, and picks up leaves, pine needles, and other tree and plant debris.

Picks up debris and paper in and around planted areas.

Sweeps and washes walks and paved areas in and around planted areas as necessary upon completion of gardening work.

Cultivates and weeds planted areas.

Prepares soil for planting and sets out plants.

Cleans sprinkler heads and assists in repair and adjustments on sprinkler systems.

Maintains hoses, tools, supplies, and equipment in proper condition and repair.

Operates a variety of vehicles and equipment used in maintaining grounds.

Assists Gardeners in performing more skilled tasks such as fertilizing, pesticide application, propagation, and pruning and shaping trees, shrubs, and hedges.

May perform a variety of utility work such as cleaning and oiling blowers, sprayers, edgers, and other gardening equipment.

May keep drains and flow lines free from debris.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Groundskeeper** performs semiskilled tasks and general labor related to garden and grounds maintenance at a college campus.

A **Gardener** provides general gardening care and grounds maintenance involving trees, lawns, turf, shrubs, hedges, ground cover, flowers, and athletic fields.

A **Lead Gardener** acts as a lead and participates in the work of a gardening crew engaged in providing general gardening care and grounds maintenance at a college site, including the care and upkeep of a variety of athletic facilities. Lead responsibilities are typically exercised over a group of at least three employees and include guidance and instruction on techniques, methods, and procedures for accomplishing assigned tasks and solving problems.

A **Gardening Supervisor** supervises and participates in the gardening care and the grounds maintenance of a college site, including the care and upkeep of a variety of athletic facilities.

SUPERVISION

Immediate supervision is received from a Gardening Supervisor. Functional supervision may be received from a Lead Gardener or Gardener. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Basic maintenance gardening techniques
- Use and safe operation of common gardening equipment tools
- Safety and health practices related to gardening and manual labor
- Protection and safety requirements needed when working with and handling hazardous or toxic materials

Ability to:

- Perform general labor work related to grounds and gardening work
- Demonstrate manual and physical dexterity and good coordination
- Safely lift and move heavy gardening materials
- Safely operate common gardening equipment and tools
- Follow written and oral instructions in carrying out assignments
- Operate all equipment safely
- Work effectively and harmoniously with college staff and students

ENTRANCE QUALIFICATIONS

Education and Experience:

None is required. Coursework or work experience in gardening is desirable.

Special:

A valid California class "C" driver's license.

Physical Requirement:

Ability to lift and move items weighing up to 50 pounds