

# Sam Houston State University Human Resources

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## Staff Classification Description – Groundskeeper

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**Skill Category:** Service/Maintenance

**Position (Employee) Class:** 7N202 (N1), 7N206 (NA)

**Grade:** 03

**Date:** 06/2016

**Department:** University Grounds

**Educational & Experience Requirement:** Less than a high school diploma with the ability to read and write. Six months experience as a groundskeeper or experience in a related field. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Performs skilled groundskeeping and general gardening duties on the University grounds. Maintains lawns and cultivates plants, trees, ornamental shrubbery, and flower beds.

**Supervision Given & Received:** Works under the general supervision of the Grounds Foreperson or other supervisory employees and may provide working supervision of student employees.

**Primary Responsibilities:** Plants and trims lawns, trees, bushes, hedges, and shrubs using hand tools or motorized vehicles. Landscapes new ground areas, repairs damaged ground areas, replaces bushes, hedges, shrubs, and trees. Cares for and maintains fields, paths, roads, and buildings. Fertilizes soil when needed for plant growth; plants flowerbeds. Cultivates, prunes, sprays, fertilizes, plants, and transplants a wide variety of shrubs, plants, trees and flowers. Waters shrubbery, hedges, seedlings, flowers, and lawns. Prepares propagation beds, potting materials, and tropical planting. Pots, sprays, and waters greenhouse plants, flowers, and shrubs. Cuts grass using power or hand mowers, trims and edges sidewalks, driveways, and flower beds. Cuts weeds and brush and removes leaves and rubbish from the grounds. Cleans and maintains tools and equipment. Performs general maintenance and cleanup of buildings and grounds. Cleans, repairs, and services equipment used in grounds maintenance such as mowers, tractor/trailers, dump trucks, front-end loaders, high-lift fork trucks, wood chippers, and a variety of hand/power tools. Performs other related duties as assigned.

**Other Specifications:** Working conditions involve exposure to variable weather conditions, dirt, dust, fertilizer, and insecticides. Work requires the ability to understand and follow established procedures or other guidelines of some complexity which involve making frequent minor decisions. The use of some initiative, independent judgment, or resourcefulness is a recognized characteristic of the job. Uniforms and identification badges are provided by the University according to departmental policy.

Position requires driving and operating a university vehicle; therefore, a valid Texas driver license and driving record acceptable to the university's insurance carrier is required.

**This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.**

**Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.**

**Sam Houston State University is Committed to Equal Opportunity in Employment and Education.**