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**Staff Classification Description – Grounds Crewleader**

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**Skill Category:** Service/Maintenance

**Position (Employee) Class:** 7N200 (N1)

**Grade:** 05

**Date:** 10/2014

**Department:** Physical Plant

**Educational & Experience Requirements:** High school graduate or G.E.D. At least three years experience in institutional or commercial grounds maintenance with at least one year in a supervisory capacity. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Provides working supervision over a crew of groundskeepers and checks to see that assigned work is completed satisfactorily.

**Supervision Given & Received:** Works under general supervision and may supervise groundskeeper and student employees.

**Primary Responsibilities:** Meets with Foreperson at the beginning and ending of shift to discuss problems, report absences, equipment problems and other concerns. Assumes full responsibility in foreperson's absence. Schedules and coordinates personnel to accomplish assignments. Insures safe work practices. Trains new employees. Makes minor equipment repair. Provides working supervision as required. Checks out and assures the return of all equipment. Reports major repair problems to Foreperson. Performs other related duties as assigned.

**Other Specifications:** 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. Operates self propelled mowers, stringline trimmers, push mowers, edgers, leaf blowers, chainsaws, power pruners, ditching machines. Proficiency in all duties performed. Working conditions involve exposure to disagreeable elements such as, heat cold, wind, dirt, dust, fumes, and insects.

Uniforms and identification badges are provided by the University according to departmental policy.

**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.**