

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: GROUNDS SPECIALIST – OCALA (PART-TIME)  
(Part-time – Not to exceed 25 hours per week. Flexible Schedule.)

PAY GRADE: C-3

OVERTIME STATUS: NON-EXEMPT

### MAJOR RESPONSIBILITY:

To plan and facilitate all work related to keeping the grounds of the college clean, well manicured and attractive. Provide such semi-skilled work through the use of tools and equipment in the maintenance of grounds, and supervise part-time grounds employees.

At the College of Central Florida, our vision is to be “Your first choice for quality higher education.” We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: High school diploma or equivalent required. Some training in grounds or landscape maintenance of grounds preferred.
2. Years of experience in field: Two years’ full-time work experience in the care and maintenance of grounds preferred.
3. Special skill or abilities related to position: Knowledge of care of flowers, trees and shrubs. Knowledge of the techniques and equipment used for grounds maintenance work. Ability to follow verbal or written instructions and to work without supervision. Skilled in the operation and care of hand tools and grounds-keeping equipment (mowers, edgers, tractors, electric trimmers, power saws, etc.). Ability to make minor repairs or adjustments to cleaning equipment. Able to demonstrate an ability to read, write and perform simple arithmetic that is job related. Physical strength and ability sufficient to perform moderately heavy manual labor out of doors and occasional under adverse weather conditions. Possession of a valid Florida driver’s license required.

### ESSENTIAL JOB FUNCTIONS:

1. Organize the daily grounds work schedule.

ESSENTIAL JOB FUNCTIONS (Continued):

2. Provide assignments to and supervise part-time grounds employees and inspect completed work.
3. Use medium- or full-size tractors/mowing machines to mow the large open areas of grass located on campus.
4. Use edger, chain saws, grass whips, power equipment and gasoline-powered equipment to maintain campus grounds. Use hand mowers for cutting on various sized islands. Operate spraying equipment.
5. Trim trees and shrubs according to basic shape desired.
6. Weed planters and other areas. Use grass whips to cut tall weeds in outer ditches.
7. Water all areas as directed. Assist in the repair of sprinkler heads, pipes and hoses.
8. Mulch plants. Fertilize grass area. Seed with winter grass. Fertilize plants and trees.
9. Apply chemicals and bug repellents needed to maintain the grounds.
10. Dig holes and prepare for planting or removing of shrubs. Plant shrubs, trees, flowering annuals, etc.
11. Repair small engines. Change mower blades. Install equipment parts as needed.
12. Pick up rubbish found on grounds. Load and unload refuse and trash.
13. Assist in moving office and institutional furniture and equipment from place to place as directed.
14. Other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.
- Equipment operations.

ENVIRONMENTAL CONDITIONS:

- Works outside in various weather conditions.
- In or with moving vehicles and/or equipment.
- Radiant energy.
- Grease or oils.
- Uneven surfaces.
- Cleaning solutions.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Ocala (Or determined at time of hire)

SUPERVISOR OF POSITION: Director of Plant Operations or designated supervisor at time of hire.