

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: GROUNDSKEEPER

PAY GRADE: C-3

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

To assist in keeping the grounds of the college clean, well manicured and attractive, and to provide such semi-skilled work through the use of tools and equipment in the maintenance of grounds.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Prefer completion of 8th grade or higher. Some training in grounds or landscape maintenance of grounds preferred.
2. Years of experience in field: One year of 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. Skilled in the operation and care of hand tools and grounds keeping equipment (mowers, edger's, 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. Sufficient vision to perform duties accurately. Physical strength and ability sufficient to perform moderately heavy manual labor out of doors and occasional under adverse weather conditions.

ESSENTIAL JOB FUNCTIONS:

1. Use medium or full size tractors/mowing machines to mow the large open areas of grass located on campus. 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.
2. Trim tree and shrubs according to basic shape desired.
3. Weed planters and other areas. Use grass whips to cut tall weeds in outer ditches.

ESSENTIAL JOB FUNCTIONS (Continued):

4. Water all areas as directed. Assist in the repair of sprinkler heads, pipes and hoses.
5. Mulch plants. Fertilize grass area. Seed with winter grass. Fertilize plants and trees.
6. Apply chemicals and bug repellents needed to maintain the grounds.
7. Dig holes and prepare for planting or removing of shrubs. Plant shrubs, trees, flowering annuals, etc.
8. Repair small engines. Change mower blades. Install equipment parts as needed.
9. Pick up rubbish found on grounds. Load and unload refuse and trash.
10. Assist in moving office and institutional furniture and equipment from place to place as directed.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate orally.
- Heavy (45 pounds and over) lifting and carrying.
- Reaching.
- Walking.
- Standing.
- Bending.
- Driving.
- Equipment operation.

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: As assigned to areas of the campus, with schedules made at Building 10 (Maintenance), Ocala Campus.

SUPERVISOR OF POSITION: Senior Groundskeeper /Facilities Director or Coordinator of Facilities