



## ***JOB DESCRIPTION***

### ***TITLE***

Groundskeeper II

### ***JOB SUMMARY***

Performs moderately heavy manual work in the care and maintenance of grounds or greenhouse operations. Work involves the care and maintenance of plants, shrubs, and lawns. This classification involves more specialized work duties and receives less supervision than the Groundskeeper I class. Work is performed under supervision according to specific instructions and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### ***ORGANIZATIONAL RELATIONSHIPS***

*Reports to:* Grounds Supervisor, Maintenance Foreperson, Lead Groundskeeper and Assistant Supervisor, Landscape

*Supervises:* May supervise Groundskeeper I

### ***ESSENTIAL DUTIES - May include, but not limited to the following:***

- Maintains lawns by grading and raking soil, planting and watering grass, and fertilizing and mowing turf.
- Maintains greenhouse operations by propagating, irrigating and fertilizing plant material.
- Maintains pest control and climate control of greenhouse plants.
- Trims grass around trees, posts, signs and buildings.
- Cares for plants by preparing beds, planting, watering, hoeing, fertilizing, pruning and spraying.
- Cuts and trims grass using small power mowers, tractors, riding mowers and edgers.
- Picks up all trash and rubbish on grounds, shovels snow, and maintains appearance of assigned area.
- Maintains tools, equipment, and materials used in gardening and groundskeeping.
- Maintains athletic areas such as football fields and tennis courts.
- Performs arborist's duties using a bucket truck for access to trees.

### **ADDITIONAL DUTIES**

- Assists in sanding ice covered roads and sidewalks during inclement weather.
- Installs, maintains and repairs signs, fences, barricades, and sprinkler systems.
- Performs plant decoration set-ups for functions.
- Collects leaves for compost.
- Performs other duties as requested.

### **EDUCATION**

Completion of the eighth grade required. High school diploma or equivalent preferred.

### **EXPERIENCE**

One year of grounds maintenance experience required.

### **REQUIREMENTS**

Valid driver's license issued by the State of Texas and a safe driving record such as required to attain Driver's Authorization from the university.

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

### **KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

- Knowledge of the practices, materials, tools and machines used in propagating, growing and caring for lawns, shrubbery, flowers and trees.
- Ability and endurance to perform tasks for up to 8 hour periods.
- Ability and mobility to perform tasks on all types of terrain.
- Knowledge of greenhouse operations and the ability to propagate and care for greenhouse plants.
- Ability to climb trees using a safety saddle and rope and use a chain saw and pole trimmer for pruning.
- Ability to understand and follow simple instructions.
- Ability to respond to emergency situations in a timely manner.

### **PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel. The employee must have the ability to occasionally lift and/or move up to 50 pounds.

### **WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Exposed to any number of elements but with none present to the extent of being disagreeable. May be required to work in conditions including cold, heat, temperature swings, noise, outdoors and indoors, in trenches, and around mechanical, electrical, explosive, fume/odor, dust/mites, chemical, and/or waste hazards. May be required to work in locations that involve hazardous environments requiring protective equipment that conforms to OSHA regulations and some physical discomfort due to temperature, dust and noise.

### **SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

Groundskeeper II  
Date Issued: 06/07  
FLSA: Non-Exempt  
PTO: COVS

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***