



## ***JOB DESCRIPTION***

### ***TITLE***

Groundskeeper III

### ***JOB SUMMARY***

Performs skilled activities in the care and culture of landscape; concrete and asphalt construction and maintenance; irrigation system care and repair; sign installation and maintenance. Work is performed under the supervision of the Supervisor of Grounds and Landscape Design and/or Foreperson 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:* Supervisor, Grounds and Landscape Design, and Foreperson

*Supervises:* May supervise Groundskeeper I and II

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

- Performs the same activities and tasks as a Groundskeeper I and II and those that require a higher level of skill and experience.
- Mixes and applies chemicals for fertilizing and weed and pest control, under direct supervision of a Licensed Applicator unless a valid chemical applicators license is possessed.
- Finishes concrete and asphalt using specialized tools and machines.
- Drives and operates large trucks used in the picking up and hauling of materials, equipment and trash.
- Operates heavy equipment such as loaders, backhoes and other large tractors and equipment.
- Follows appropriate safety procedures related to work performed.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the

performance evaluation system and in accordance with the University Policies & Procedures.

### **ADDITIONAL DUTIES**

- Determines the need for the repair on a large variety of equipment and machines and in grounds maintenance.
- Measures and marks playing areas and fields and places the equipment for various athletic activities.
- Performs other duties as requested.

### **EDUCATION**

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

### **EXPERIENCE**

Three years experience of grounds maintenance experience required. Some experience as a lead person.

### **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:**

- Ability to direct and manage the work of others.
- Ability to follow detailed oral and written instructions pertaining to job.
- Ability to keep records accurately.
- Ability to apply mathematical concepts to complete tasks (example: mixing, measuring and applying chemicals).
- Broad working knowledge of the practices, tools, materials and machines used in grounds maintenance operations.
- Ability to obtain or currently possess a non-commercial or private Chemical Applicators License (may be required for some positions/not applicable to all Groundskeeper III positions).
- Ability to operate various types of large machines and trucks used in grounds maintenance.

- 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:** \_\_\_\_\_

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

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