



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 08/08
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Groundskeeper I

JOB SUMMARY

Performs moderately heavy manual work in the care and maintenance of grounds. Work involves the care and maintenance of plants, shrubs, lawns and assisting with the installation and maintenance of sprinkler systems. 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: Assistant Supervisor, Landscape Services, Groundskeeper II & Groundskeeper III.

Supervises: No supervisory responsibilities

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

- Maintains lawns by grading and raking soil, planting and watering grass, fertilizing and mowing turf.
- 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 and maintains appearance of assigned area.
- Maintains tools, equipment and materials used in gardening and grounds keeping.
- Maintains athletic areas such as football fields or golf courses.
- Assists with the maintenance, repair and installation of sprinkler systems.
- Loads and transports equipment to the work site.
- Assists in sanding ice covered roads and sidewalks during inclement weather.

ADDITIONAL DUTIES

- Assists with greenhouse operations and arborist's duties.
- Collects leaves for compost.
- Performs other duties as requested.

EDUCATION

Prefer completion of the tenth grade.

EXPERIENCE

No experience required. Six months experience preferred.

REQUIREMENTS

Valid driver's license issued by the State of Texas and a safe driving record such as required to attain Driver's Authorization through 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 learn 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 hours per work day.
- Ability to climb trees and work at heights while assisting with the pruning of trees.
- Ability to understand and follow simple written and oral 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.

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.

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