AUBURN
Human Resources

Groundskeeper III

Job Description

JOB INFORMATION

Job Code	NA08C
Job Description Title	Groundskeeper III
Pay Grade	FM09
Range Minimum	$36,630
33rd %	$41,510
Range Midpoint	$43,950
67th %	$46,390
Range Maximum	$51,270
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	2/5/2016

JOB FAMILY AND FUNCTION

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Grounds

JOB SUMMARY

Provides landscape installation and maintenance of university grounds.

RESPONSIBILITIES

- Installs landscaping and related items on University grounds,
- Maintains University grounds using edger, blower, rake, shovel, trimmer, mower, and other equipment.
- Maintains equipment such as hand tools, including picks, shovels, and rakes; power equipment, including chain saws, edger, weed eaters, fork-lifts, push and riding mowers, backhoes and field painters.
- May operate motorized street sweeping and cleaning equipment to keep University streets and parking lots free of dirt, leaves and other debris.
- May maintain athletic fields.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED	Some reading and writing	and	6 years of	Experience in grounds keeping operations	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Works with little or no on-site supervision.	
May be required to conduct quality inspections and prioritize tasks.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State	may be required for specific positions	Upon Hire	Required	And
	Entry into Level III requires an employee to have completed specialty training and obtained a related certification.	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting			X			
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching				X		
Reaching				X		
Talking			X			
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:
Ability to see information in print and/or electronically.