AUBURN
Human Resources

Groundskeeper I

Job Description

JOB INFORMATION

Job Code	NA28
Job Description Title	Groundskeeper I
Pay Grade	FM05
Range Minimum	$28,680
33rd %	$32,020
Range Midpoint	$33,690
67th %	$35,370
Range Maximum	$38,710
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/18/2022

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Under direct supervision, performs basic-level landscape functions to maintain and improve University grounds.

RESPONSIBILITIES

- Maintains University grounds using hand tools such as a shovel, pick, and rake, as well as power tools including a weed eater, edger, hedge trimmer, tiller, and blower.
- Operates a push and riding mower to mow grass and operates utility task vehicles to perform work.
- Performs basic landscape-related duties on University grounds to include weed pulling, plant watering, pine straw/mulch installation, and sod installation.
- Provides debris removal with cleaning and litter control equipment to keep University grounds, streets, and parking lots free of dirt, leaves, trash, and other debris. Maintains University hardscapes through the use of a pressure washer.
- Maintains and cleans hand and power tools and equipment including, but not limited to, checking fluid levels and blade sharpness.
- May be responsible for meeting and maintaining training and certifications requirements as outlined by the applicable department's training and credentialing requirements.

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	High School Diploma or equivalent	and	0 years of	Experience in groundskeeping operations.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Working knowledge of plant materials. Basic landscape-related skills.	
Ability to safely utilize and operate landscape tools and equipment.	
Ability to advance and progress in the field.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State	Any State	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		Up to 50 pounds
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, should have depth perception and the ability to distinguish colors.