

DESCRIPTION: Under immediate to general supervision, performs routine grounds maintenance, lawn care, shrub/tree trimming, and gardening duties; may perform routine building and equipment maintenance and manual labor tasks as needed; perform related work as required.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the first full performance classification level of the Groundskeeping class series. Positions at this level are assigned unskilled to skilled grounds care and related maintenance and work, including watering, mowing, and trimming grass; seeding; fertilizing; applying pesticides; weeding flower beds; trimming trees and shrubs; and removing snow and ice from sidewalks and parking lots; following well established methods and procedures. Positions in this class may be in a trainee status before being assigned the full range of work; incumbents work under immediate supervision initially, then general supervision after gaining experience and full proficiency. Incumbents work individually, as a member of a work crew, or while assisting supervisory staff or skilled maintenance technicians; but do not have any regular, on-going lead worker responsibilities.

Positions in this class are distinguished from lower classified positions of the Facility Maintenance class series by not performing semi-skilled and skilled level work encompassing one or more trades and crafts related occupations. The knowledge and skills required by any of the Facility Maintenance classes involve the construction, repair, and renovation of internal building walls, flooring, ceilings, doorways, building utility, mechanical, power, and communication systems, and other physical infrastructures such as roofing, pavement surfaces, and outside walls.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Mows, waters, fertilizes, aerates, and weeds lawns, grounds, and surrounding areas.

Rakes and removes/mulches leaves, grass, and other debris from lawns, grounds, and surrounding areas.

Fertilizes lawns, trees, shrubs, and flowers using proper application methods when applying chemicals and fertilizers.

Plants, transplants, cultivates, prunes, irrigates, trims and sprays plants; trims hedges; weeds flowerbeds; prepares and enriches soils, plants, and ground cover.

Removes garbage, debris, and hazardous tree limbs.

Installs and maintains underground sprinkling systems including repairing broken sprinkler lines and replacing sprinkler heads, risers, and valves.

Removes ice, snow and debris from sidewalks, streets and grounds using hand and power tools and snow removal equipment.

Loads, unloads, and moves furniture, equipment, materials, and supplies.

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Operates and maintains machinery, equipment, and tools needed to perform work assigned, such as lawn mowers, dump trucks, motorized carts, chain saws, wood chippers, snow removers, powered shears and edgers, and sprayers.

Performs unskilled building maintenance involving painting, carpentry, plumbing, electrical trade work; performs minor repairs and adjustments on a variety of machines and equipment.

Performs manual work to assist skilled maintenance technicians in performing a variety of maintenance, repair, rehabilitation, renovation, and construction activities.

Prepares reports and keeps records of time worked, materials used and equipment repaired and maintained.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Ability to: understand and follow instructions; do heavy physical labor and to work outdoors for long periods of time; operate and maintain hand and power tools needed to perform assigned work; the use of tools and equipment necessary to perform grounds maintenance and unskilled routine building repair and maintenance work; learn the practices of, the use of tools and equipment, and the materials, associated with gardening, farming, and grounds maintenance work and unskilled trades work.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

No specific experience or education is required for this class.

SPECIAL NOTES:

Some positions in this class may require possession of specific certifications based on job requirements, e.g., EPA Commercial Applicator Certification for General and Ornamental & Turf.

Some positions in this class may require an employee to possess a valid driver's license or the ability to provide independent authorized transportation, in order to perform work-related travel.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).