

GROUNDS MAINTENANCE WORKER

Job Description

CATEGORY: PLANT OPERATIONS
POSITION STATUS: FULL-TIME
FLSA STATUS: NON-EXEMPT
SALARY CODE: 68

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

JOB SUMMARY

Performs grounds maintenance and landscaping duties on campus properties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Cuts lawns; trims and edges around walks, flower beds, and walls.
- Prunes shrubs and trees to shape and improve growth or remove damaged leaves, branches, or twigs.
- Sprays lawn, shrubs, and trees with fertilizer, herbicides, and insecticides; rakes and loads leaves.
- Cleans grounds and removes litter; removes weeds from various campus locations.
- Plants grass, flowers, trees, and shrubs; waters lawn and shrubs.
- Performs weed eating duties.
- Cleans out drainage ditches and culverts.
- Sharpens tools such as weed cutters, edging tools, and shears.
- Performs custodial and other indoor laborer duties, as needed.
- Delivers specialized items, as needed.
- Completes work orders, as assigned.
- Cares for and maintains ornamentals; identifies pest problems and eradicates problems.
- Operates, cleans, repairs and services all equipment used in grounds maintenance such as mowers, spreaders, tractors/trailers, front-end loaders, fork trucks, blowers, trimmers, and a variety of hand/power tools.
- Installs sidewalks and walkways, as needed.
- Constantly monitors surroundings and health hazards and reports same to supervisor.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by Texas Southmost College (TSC).
- Supports the values and institutional goals as defined in the College's Strategic Plan.

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- Participates in the development of outcomes, monitors assessment of those appropriate outcomes, and assists in the development of plans of action for improvement based on the assessment of those outcomes.
- Participates in the process for systematic review and evaluation per the institutional effectiveness model adopted by the College.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Knowledge of methods, supplies, equipment and tools used in planting, cultivating and caring for lawns, shrubs, annuals and perennials, and trees; plant identification and cultivation requirements; plant pest/disease problems; installation and repair of irrigation systems.
- Knowledge of OSHA safety regulations.
- Ability to use hand tools, including electronic equipment, and operate motorized equipment and vehicles such as carts, cars, trucks or vans.
- Ability to lead, instruct, and train others in the work, including the operation and proper use of equipment.
- Experienced in the use of standard grounds keeping equipment including all types of water sprinklers.
- Excellent customer service skills and interpersonal skills.
- Ability to follow oral and written instructions
- Ability to interpret campus maps and basic drawings.
- Ability to use a computer for email access and use.
- High level of energy and good sense of humor with the capacity for extraordinary time and effort demands.

REQUIRED EDUCATION AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- A high school diploma or the equivalent.
- Six (6) months grounds maintenance and landscaping experience.

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PREFERRED EDUCATION AND EXPERIENCE

- None required.

CERTIFICATES AND LICENSURES

- Valid Texas driver's license is required.
- Forklift certification preferred.
- Must have a pest control license or must be able to obtain it within one year of hire.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

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Notes:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. 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.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: _____ Date: _____

HR Representative: _____ Date: _____

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Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. *How did you hear about this employment opportunity?
 - TSC Website
 - HigherEdJobs
 - Indeed
 - LinkedIn
 - Specialty Job Board
 - Facebook
 - Work-In-Texas/ Texas Workforce Commission
 - Job Fair
 - Personal Referral
2. *Do you have a high school diploma or the equivalent?
 - Yes
 - No
3. *Do you have six (6) months of grounds maintenance and landscaping experience?
 - Yes
 - No
4. *Do you have a valid Texas driver's license?
 - Yes
 - No
5. Do you have a forklift certification?
 - Yes
 - No
6. Do you have a pest control license or are you able to obtain it within one year of hire?
 - Yes
 - No