



**University of Texas at El Paso
Job Description**

Job Code: 5425
Job Title: Groundskeeper II
Department: Job may be available in different departments/divisions
Reports To: In accordance with specific departmental policies
FLSA Status: Non-Exempt
Prepared by: Human Resource Services
Creation / Revision Date: October 22, 2010

Summary: Assists the grounds supervisor in providing technical knowledge and skills in planning, organizing, and directing the maintenance of grounds.

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

Interprets and assigns work order requirements to personnel.

Responsible for the maintenance and general beautification of all grounds including gardens, landscaped and xeriscaped areas, sports fields, and general cleanliness of parking lots, streets and hardscaped areas.

Performs a variety of grounds maintenance work such as pruning, trimming, cavity filling, bracing and spraying trees, and shrubs.

Inspects campus for landscaping needs and recommends addition/removal of grass, native plants, or rocks.

Mows grass fields with mower and riding mover and applies fertilizer(s) with power sprayer.

Determines the need for the use of herbicides and pesticides, prepares annual application schedules, and applies herbicides and pesticides.

Trains personnel in herbicides and pesticides application.

Sharpens tools such as weed cutters, edging tools, shears, and makes minor repairs on equipment such as lawn mower, spreader, and snow removal equipment.

Reports broken or leaking sprinklers.

Works as a member of crews on seeding, planting and sodding in all sports fields; weeding, cutting and raking lawns; may work in greenhouse.

Operates a variety of grounds maintenance equipment and vehicles.

Performs preventative maintenance on grounds maintenance equipment.

Ensures good housekeeping in shop and worksites.

Performs activities of Groundskeepers I.

Must be available on an "On Call" basis.

Overtime may be required.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.



Other duties may be assigned.

Supervisory Responsibilities Carries out supervisory responsibilities in accordance with the organization's objectives, policies and applicable laws.

Qualifications 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education required: High school diploma or general education degree (GED).

Minimum Experience required: Three years of experience, related to the statement of duties and responsibilities; or equivalent combination of education and experience. May be required to operate light or heavy equipment. Irrigator certificate.

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 regularly required to stand; walk; use hands to feel; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is frequently required to climb or balance. The employee is occasionally required to talk or hear. The employee must frequently lift and move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. May be required to wear Personal Protective Equipment to include: Steel toe and Non-slippery shoes, eye protection, ear protection, respirator or dust mask, back belt, hard hats, sunglasses, straw hat, rubber or leather gloves, cover all, face shield, and rubber boots.

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 is regularly exposed to outside weather conditions. The employee is frequently exposed to wet and humid conditions and vibration. The employee is occasionally exposed to moving mechanical parts; high, precarious places and fumes or airborne particles. The noise level in the work environment is usually moderate, but can become loud when using grounds maintenance equipment.