UNIVERSITY OF SOUTHERN CALIFORNIA

Groundskeeper, Level 1

Job Code: 179475

Grade: T7
OT Eligible: Yes
Comp Approval: 7/30/2007

JOB SUMMARY:
Performs a variety of landscape maintenance tasks. Participates in the Landscape and Grounds Pay for Knowledge and Skills Program including on-the-job training. Performs all appropriate levels tasks and demonstrates proficiency as indicated in the Skill Based Progression, independently or as part of a team, as assigned by the supervisor. May perform higher-level Skill Based Progression tasks. Trains other groundskeepers and other employees on specific skills and tasks as required.

JOB ACCOUNTABILITIES:

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

<table>
<thead>
<tr>
<th>E/M/NA</th>
<th>% TIME</th>
<th>Task Description</th>
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<tbody>
<tr>
<td>______</td>
<td>______</td>
<td>Performs a variety of landscape maintenance tasks. Maintains condition and appearance of campus landscape.</td>
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<td>______</td>
<td>______</td>
<td>Uses and maintains power tools and other equipment. May specialize in mowing or spraying.</td>
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<td>______</td>
<td>______</td>
<td>Prepares soil for planting by digging and turning.</td>
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<tr>
<td>______</td>
<td>______</td>
<td>Maintains paved areas such as patios, driveways, and walkways.</td>
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<tr>
<td>______</td>
<td>______</td>
<td>Lays concrete, asphalt and boulders.</td>
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<td>______</td>
<td>Trains other groundskeepers and other employees on specific skills and tasks as required.</td>
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<tr>
<td>______</td>
<td>______</td>
<td>Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.</td>
</tr>
</tbody>
</table>

EMERGENCY RESPONSE/RECOVERY:
Essential: No
Yes In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:
Minimum Education:
Less Than High School

Minimum Experience:
6 - 12 Months
Minimum Field of Expertise:

6-12 months of landscape experience. Basic knowledge of gardening and ground maintenance. Minimal familiarity with common plant species, landscape and cultivation requirements. Familiar with standard safety practices and equipment and other requirements for workplace safety. Demonstrated use of landscape power tools and equipment.

Skills: Other:

Communication -- written and oral skills
Knowledge of applicable laws/policies/principles/etc.

Skills: Machine:

Handheld power tools and non power tools

Skills: Trade/Auxiliary:

Basic machinery maintenance
Lay concrete, asphalt, and boulders
Prepare soil for planting
Understand and apply policies and procedures
Use and/or operate various stationary machinery, hand held power tools, and/or non power tools

Supervises: Level:

Trains journeymen and other employees on specific skills and tasks as required

Supervises: Nature of Work:

Service/Maintenance

Comments:

Valid California Driver's License required.

Pay for Skills:

Use PPE (Personal Protective Equipment)
Dispose of broken glass
Remove broken branches (Safety Hazard)
Clean drains (Safety Hazard)
Fill and place sandbags
Add/check oil
Check and replace belts
Check and change edger blades
Oil hand tools and non-power tools
Change weed-eater string
Change blower spark plugs
Clean tools and equipment
Maintain power equipment
Wash all hard surfaces
Blow off leaves
Wash outdoor tables
Wash outdoor trash container lids (covers)
Pick up (“police”) litter
Recycle paper, cans and bottles
Pick up and dump outdoor trash container bags
Pick up and dump “green waste”
Loosen soil
Water plant material

SIGNATURES:

Employee: ________________________________  Date: ________________________________

Supervisor: ________________________________  Date: ________________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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