UNIVERSITY OF SOUTHERN CALIFORNIA

Groundskeeper, Level 2

Job Code: 179479

Grade: T7
OT Eligible: Yes
Comp Approval: 3/14/2005

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.

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:
12 - 24 Months
Minimum Field of Expertise:

- 12-24 months of landscape experience. Basic knowledge of gardening and ground maintenance. Minimal familiarity with common plant species, landscape and cultivation requirements. Knowledge of 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:

- Develop Job Aids
- Administer skill check assessments for other employees
- Complete coaching requirements
- Sharpen blades
- Clean hard surfaces with power scrubber
- Pressure-wash hard surfaces with “hot/cold” washer
- Pressure-wash hard surfaces with mobile washer
- Edge sidewalks, walkways and parkways
- Weed-eat areas not accessible to lawnmower
- Over-seed lawns
- Fertilize lawns
- Control shrub and groundcover weeds
- Trim hedges
- Install/replace shrubs
- Install/replace groundcover
- Remove flower bed weeds
- Install rose plants
- Apply pest control
- Apply Bone-meal
Fertilize plant material (broadcast)
Spray-fertilize plant material (HSC)
Maintain tree circles
Trim trees
Install/replace trees
Apply tree protectors
Amend soil
Grade soil

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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