UNIVERSITY OF SOUTHERN CALIFORNIA
Groundskeeper, Level 3
Job Code: 179483

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:

<table>
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<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
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<tr>
<td>Perform a variety of landscape maintenance tasks. Maintains condition and appearance of campus landscape.</td>
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<td>Uses and maintains power tools and other equipment. May specialize in mowing or spraying.</td>
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<td>Prepares soil for planting by digging and turning.</td>
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<td>Maintains paved areas such as patios, driveways, and walkways.</td>
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<td>Lays concrete, asphalt and boulders.</td>
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<td>Prepares reports and/or maintenance records, as needed.</td>
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<tr>
<td>Trains other groundskeepers and other employees on specific skills and tasks as required.</td>
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PERFORMS OTHER RELATED DUTIES AS ASSIGNED OR REQUESTED. THE UNIVERSITY RESERVES THE RIGHT TO ADD OR CHANGE DUTIES AT ANY TIME.

EMERGENCY RESPONSE/RECOVERY:

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:
24 - 36 Months

**Minimum Field of Expertise:**

24-36 months of landscape experience. Basic knowledge of gardening and ground maintenance. Working knowledge of 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 reports and/or maintenance records  
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:**

Supervise Grounds Crew  
Orient new employees  
Train new employees  
Plan and schedule work projects  
Complete technical seminars  
Maintain equipment  
Oversee landscape maintenance, condition and appearance  
Install irrigation systems (HSC)  
Aerate soil  
Prepare soil for amendment  
Install and replace sod  
Mow lawns  
Prune/trim roses  
Install/replace flowers

**SIGNATURES:**
The University of Southern California is an Equal Opportunity Employer