UNIVERSITY OF SOUTHERN CALIFORNIA
Athletic Fields Groundskeeper- Entry
Job Code: 179489

Grade: T6
OT Eligible: Yes
Comp Approval: 7/13/2007

JOB SUMMARY:
Maintains all athletic fields, intramural fields and stadiums, to include: lining, marking, turf maintenance and fertilization. Prepares fields and stadiums for intercollegiate and sports activities. Participates in the Athletic Fields Pay for Knowledge and Skills Program, including on-the-job training. Performs all appropriate task requirements and demonstrates proficiency of required tasks in designated areas, as outlined in the Pay for Skills section of the job description. Performs all appropriate level tasks as indicated in the Skills Based Progression, independently or as part of a team, as assigned by the supervisor. May perform higher level skill based progression tasks. Trains other athletic field groundskeepers on specific skills and tasks as required.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Maintains condition and appearance of all athletic fields, intramural fields and stadiums.

Prepares fields and stadiums for intercollegiate sports activities, by lining, marking, turf maintenance and fertilization.

Uses and maintains power tools and other equipment.

Prepares soil for planting.

Sweeps walkways and otherwise maintains paved areas.

Trains other athletic fields groundskeepers as required.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

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

EMERGENCY RESPONSE/RECOVERY:

Essential: 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:
0 - 6 Months

Minimum Field of Expertise:
0-6 months experience. Basic knowledge of field sports, gardening and ground maintenance. Demonstrated use of tools and equipment (including power tools). Minimal familiarity with common plant species, landscaping and cultivation. Familiar with standard safety practices using equipment and other requirements for workplace safety.

Skills: Machine:
- Handheld power tools and non power tools
- Personal Computer

Skills: Trade/Auxiliary:
- Basic machinery maintenance
- Communicate with others to gather information
- Handle and move objects
- Identify technical and equipment problems related to trade
- Prepare soil for planting
- Read, interpret, and comprehend design drawings, blueprints, plans, specifications, and/or sketches
- Read, write, and follow verbal instructions
- Understand and apply policies and procedures
- Use and/or operate various stationary machinery, hand held power tools, and/or non power tools

Supervises: Level:
May oversee student, temporary and/or casual workers.
Trains employees on specific skills and tasks as required.

Supervises: Nature of Work:
Service/Maintenance

Comments:
Will be introduced to the Pay for Knowledge and Skills Program and work on Level 1. Valid California Driver's License required.

Pay for Skills:
- Weed-eat fields
- Drain excess water
- Put out sandbags
- Roll fields
- Edge around greens and sand traps
- Cut at golf area "roughs"
- Wash wind screens
- Trim hedges
- Prepare soil for planting
- Plant flowers
- Till/turn sand
- Cover baseball fields for rain
Set up screen cages and mats
Set up screen cages and mats

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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