UNIVERSITY OF SOUTHERN CALIFORNIA
Athletic Fields Groundskeeper- Level 2
Job Code: 179492

Grade: T6
OT Eligible: Yes
Comp Approval: 7/6/2006

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.

*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:
1 Year

Minimum Field of Expertise:

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. Knowledge of 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:

- Valid California Driver's License required.

Pay for Skills:

- Perform unscheduled work
- Complete timecards
- Clean machines
- Cut grass
- Sweep fields
- Fix holes in fields
- Maintain sod
- Overseed fields
- Top dress fields
- Aerate/airify fields
- Check for moisture in fields
- Check for wet and dry areas
- Adjust sprinkler direction
- Repair quick-coupler valves
Wash/clean courts
Wash track
Rake infield dirt
Use nails for dirt raking
Screen baseball infield
Replace rubbers/bases/plates

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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