UNIVERSITY OF SOUTHERN CALIFORNIA

Athletic Fields Groundskeeper- Level 3

Job Code: 179493

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.

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 REPSONSE/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:
2 Years

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. Working 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:
Mesh standard scheduled work and athletic event scheduled work
Train others on the job
Communicate with customers
Use diagrams for painting
Measure fields for painting
Prepare paint
Paint/strip fields
Wash machines
Fertilize lawns and fields
Program timer controllers (based on weather changes)
Program timer controllers (based on events)
Repair broken sprinkler heads
Locate broken wires in the ground
Repair main lines
Mow golf green
Treat golf green
Fix golf divits
Change cups
Prepare mounds
Replace mounds
Prepare home plate areas
Paint 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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