

Sul Ross State University

Position Description

Official Title: Grounds Keeper

Salary Group: 1

Job Code: 7553

Summary

Function: Perform tasks associated with grounds maintenance.

Scope: Maintenance of all University grounds property, and all street and parking facilities.

Duties

Essential: Assist and perform as directed the various duties of the grounds maintenance department such as the opening and closing of ditches, police university grounds for trash, sweep sidewalks and streets, weed flower beds, fertilize, irrigate, mow grass with push and riding type mowers, trim hedges and trees, repair rock walls, remove snow from sidewalks and streets, repair streets and parking lots, communicate on two way radio, transport heavy materials with a wheelbarrow, operation of power trimmers, push mowers, riding out front mowers, tractors, backhoe, front end loader, and dump truck, and all other duties associated with grounds maintenance. Employee shall practice safe work habits, practice proper safety procedures, and use proper personal protective devices and clothing Employee must actively participate in training programs. Other duties as assigned. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Supervision

Received: From Grounds Maintenance Supervisor.

Education

Required: High school graduate or equivalent.

Experience

Required: Knowledge of the methods, tools, and equipment used in the grounds maintenance field, including the operation of power trimmers, push mowers, riding out front mowers, tractors, backhoe, front end loader, and dump truck.

Preferred: Established experience in grounds maintenance and operation of related machinery or related field. Knowledge of sprinkler systems including installation and repair.

Equipment/Skills

Required:

Preferred:

Working Conditions

Usual: Outdoors on all university grounds property. Working hours from 7 am to 4 pm; position is Security Sensitive. After hours on call availability required.

Periodic: Lifting of heavy objects, work outdoors in inclement weather, occasional overtime hours, may work night hours, weekend and "on call" availability required. **Hours will vary from established schedule to include Saturday, Sunday, and evening hours as needed.**

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Other

Current driver's license and driving record acceptable to the University must be maintained as a condition of employment.

Any qualifications to be considered in lieu of stated minimums, require the prior approval of the Human Resources Director.

Date revised: September 4, 2001