

JOB INFORMATION

Effective Date	3/15/2024
Job Code:	8808
Job Title:	Groundskeeper
Salary Grade/Structure:	100 - Support Staff
Career Level Name:	
FLSA Name:	Non-Exempt
EEO Code:	70-Service, Maintenance
Job Function:	Facilities
Job Family:	Grounds
Job Summary	The Groundskeeper is responsible for keeping the campus clean of all trash and debris, mow and edge around all buildings, roadways, sidewalks and parking lots. Keep storm sewers clean during inclement weather. Subject to appointment to hurricane ride-out crew. Assist other employees. Other duties as assigned. Work hours: Monday - Friday 6:00 a.m. to 2:30 p.m.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
High School Diploma or GED	or equivalent	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	of grounds keeping experience	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	Class "C" Driver's License		Required	

Knowledge, Skills and Abilities

KSAs	Proficiency

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
<ul style="list-style-type: none"> Knowledge of safe operations for all equipment. Ability to check all oil and fuel requirements of equipment and determine simple causes of breakdown. 			Skilled	
<ul style="list-style-type: none"> Knowledge of types of fuel and oil for all equipment. 			Skilled	
<ul style="list-style-type: none"> Ability to design new flowerbed construction, patterns, color schemes, and replanting. 			Skilled	
<ul style="list-style-type: none"> Ability to work alone in inclement weather. 			Skilled	
<ul style="list-style-type: none"> Knowledge of proper tree and shrub pruning methods. 			Skilled	

JOB RESPONSIBILITIES

- Campus Security Authority
- Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Mow and edge all campus lawn areas. 	45%
<ul style="list-style-type: none"> Use weed eater around all trees, light poles, ditch lines and curbs on campus. 	15%
<ul style="list-style-type: none"> Pick-up litter on campus. 	15%
<ul style="list-style-type: none"> Power blow all hard surfaces. 	10%
<ul style="list-style-type: none"> Pressure wash all buildings, sidewalks, and curbs. Assist other employees as needed. Meet regularly with supervisor. 	10%
<ul style="list-style-type: none"> Perform other duties as assigned. 	5%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing						
Walking						
Sitting						
Lifting						
Carrying						
Pushing						
Pulling						
Climbing						
Balancing						
Stooping						
Kneeling						

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Crouching						
Crawling						
Reaching						
Handling						
Grasping						
Feeling						
Talking						
Hearing						
Repetitive Motions						
Eye/Hand/Foot Coordination						

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold					
Extreme heat					
Humid					
Wet					
Noise					
Hazards					
Temperature Change					
Atmospheric Conditions					
Vibration					

Travel Requirements

Estimated Amount	Brief Description