

University of Houston – Clear Lake

Position Description

Job Title: **Grounds Specialist**

Job Code: **7810**

Pay Grade: **050**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High School Diploma, GED or equivalent.	High School Diploma, GED or equivalent.
Experience	3 years groundskeeping experience.	Five years groundskeeping experience.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Maintain all shrubs campus wide (fertilize, pruning, trimming, and weeding). Assists with planting and maintenance of flower beds in addition to pruning trees. Remove major percentage of all trash and debris daily. Operate various grounds equipment - weed eaters, blowers, chainsaw, hedgetrimmer, pressure washer, tamping machine, mower, edger and utility vehicles. Assist with complete greenhouse and nursery operations and maintenance of interior plants. Other duties as assigned.

Duties and responsibilities	% Time
Fertilize, grow, plant, prune, mulch, and weed all trees and hedges on campus.	60
Assists other grounds specialist to maintain, water, fertilize, prune, spray, clean, propagate, transplant and change out interior plants. Assist with installing and maintaining plants throughout campus flower and shrub beds. Operate grounds equipment and utility vehicles. Prepare for hurricanes, freezes and events. Assist in all greenhouse and nursery plant production and maintenance.	25
Pick up all trash debris campus-wide on a daily basis.	15

This position description describes the general qualifications, duties and responsibilities of work being performed.