

University of Houston – Clear Lake

Position Description

Job Title: **Lead Groundskeeper**

Job Code: **8815**

Pay Grade: **030**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Sufficient education to read and understand English.	High school diploma or GED.
Experience	Two or more years groundskeeping experience.	
License/Certification	Class "C" drivers license.	

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

POSITION SUMMARY

Responsible for independently organizing the mowing crew on daily grounds maintenance duties including mowing, edging, trimming, pruning, and litter removal. Inspects grounds and identifies specific maintenance required and prioritizes and schedules duties. Trains and leads the team members in acceptable methods and techniques used in grounds maintenance operations.

Duties and responsibilities	% Time
Examines campus grounds daily and determines work priorities for each day and week. Assigns team members where indicated.	30
Identify and report imminent problems on campus grounds to immediate supervisor. Example: water leaks, broken irrigation heads, fallen trees, etc.	15
Maintain and clean out storm sewer drains during rainy, inclement weather.	15
Assist other FMC employees with special projects or emergencies as requested and other duties as assigned. Trains, instructs and directs mowing crew on methods and techniques required to perform grounds maintenance functions. Coordinate with immediate supervisor daily and communicate any employee issues, safety concerns, incidents, special projects and leave requests as needed. Perform related duties such as pull weeds, sweep, rake, power wash, fill potholes, prune trees, dig ditches, maintain fence lines, plant trees, shrubs and flowers, etc.	15
Manages and insures the daily litter and trash removal from entire campus including roadways, sidewalks, parking lots and turf areas.	15
Ability to inspect all equipment for proper and safe operation.	10

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