

# Classification Specification: Sr. Groundskeeper

Classification Number: 53612  
Effective Date: April 4, 2014

Pay Grade:  
Current Exemption Status: Nonexempt

## Position Summary

Maintains all aspects of grounds, ensuring all lawns, planting areas, sidewalks and parking areas continually are healthy and are free from debris.

## Essential/Primary Duties

- Performs skilled grounds maintenance, including mowing, pruning, weeding, planting, fertilizing and applying herbicides to lawn, shrubbery and all planting areas.
- Maintains quality of sidewalks and parking areas by ensuring they are cleared of trash, debris, snow and ice.
- Cleans, repairs and performs minor service to equipment and vehicles used for grounds keeping duties.
- Participates in purchase of materials related to grounds keeping, including fertilizers, mulch, tools, chemicals and salt. Compares product prices and meets with sales representatives. Keeps accurate records and maintains inventory levels.

## Experience and Education

### Experience

- Six months related experience required

### Education

- High school diploma or GED required
- Must have and maintain a valid driver's license and be insurable under the University's insurance

## Physical Requirements

Heavy work: frequently working in difficult work positions and/or with physical demands such as continuously lifting/moving materials greater than 50 pounds.

## Working Conditions

Work is performed with exposure to any number of elements which may occasionally require some precautions such as safety glasses, protective clothing, ear protection, etc.

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## Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of basic computer skills
- Ability to operate computers and peripheral equipment such as printers
- Knowledge of basic science and scientific methods
- Ability to operate and use manual and power custodial equipment
- Ability to operate hand and/or power grounds keeping equipment
- Ability to perform automotive and heavy equipment maintenance and repair
- Ability to operate heavy equipment

## Supervisory Responsibility

### Full-Time

None

### Part-Time

None

## Providing Direction

### Full-Time

None

### Part-Time

Groundskeeper

## Responsibility for Student Workers

Provides work direction and may schedule and/or provide formal feedback.