



JOB DESCRIPTION

Groundskeeper

Definition of Class

The incumbent performs routine grounds maintenance and tasks of an unskilled or semi-skilled nature.

Examples of Work Performed

Cuts lawns using power mower.

Operates trucks, tractors, carts, power equipment and hand tools, as required.

Cleans, services, and reports equipment malfunctions on all equipment used in grounds maintenance such as mowers, tractor/trailers, high-lift fork trucks, wood chippers and other hand/power tools.

Monitors and participates in gathering and removing trash from campus grounds, streets and walks.

Maintains UM standards on landscaping beds by planting, weeding; trimming; edging; mulching spraying, fertilizing and using herbicides.

Trims and edges around walks, flowerbeds and walls using clippers and edging tools.

Prunes shrubs and hedges using power tools and hand tools to shape and improve growth to meet UM standards

Rakes, blows, mulches and removes leaves; replaces mulch; cleans drainage ditches and culverts and hauls debris to dumping area.

Waters lawns and shrubs during dry periods using hose or by activating fixed or portable sprinkler system.

Sprays lawns, shrubs and trees with fertilizer or insecticides.

Sweeps and cleans streets; removes snow, ice and debris from streets and walks as required.

Provides guidance to student or temporary employees regarding work duties.

Performs similar or related duties as assigned or required.

Essential Functions

These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring department.

1. Mows lawns using power mower.
2. Maintains landscaping beds by planting, weeding; trimming; edging; mulching spraying, fertilizing and using herbicides.
3. Rakes, blows, mulches and removes leaves; replaces mulch; cleans drainage ditches and culverts.
4. Waters lawns and shrubs during dry periods using hose or by activating fixed or portable sprinkler system.
5. Monitors and participates in trash gathering and removal from grounds, streets, walks, ditches, and culverts.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 50 pounds.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to walk; use hands to finger, handle, or feel objects, tools, or controls and reach with hands or arms. The incumbent is occasionally required to stand; and talk and hear.

Experience/Educational Requirements:**Education:**

Ability to read, write, and understand basic instructions.

AND

Licensure:

Incumbents must possess a valid driver's license and obtain a Class D Driver's License within the first six months of employment.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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