

JOB INFORMATION

Effective Date	7/1/2022
Job Code:	7813
Job Title:	Grounds Keeper, SR
Salary Grade/Structure:	130 - Support Staff
Career Level Name:	S3 - Senior Support
FLSA Name:	Non-Exempt
EEO Code:	70-Service, Maintenance
Job Function:	Facilities
Job Family:	Grounds
Job Summary	The Grounds Keeper, Sr performs general grounds work that includes keeping the campus clean of all trash and debris, mowing, trimming, fertilizing, pruning, weeding, raking, seeding, planting flowers and maintaining flowerbeds, trees, and shrubs. Keeps storm sewers clean during inclement weather. Works in the Greenhouse and Nursery operations and maintenance of interior/exterior plants. May perform minor maintenance on roads, curbs, sidewalks, and storm drains. May operate various grounds equipment and is subject to appointment to hurricane ride-out crew.

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		Required	
Associate's Degree	Two years of education beyond high school in college or technical school.	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Some	Progressive Grounds related experience or three years of experience.	Required	
Considerable	Five years of experience.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred
-------------------------	--------------------------------	------------	------------------------

Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge of safe operations for all equipment. Knowledge of types of fuel and oil for all equipment.	Skilled
• Knowledge of plant propagation techniques and growth techniques in greenhouse and nursery production.	Skilled
• Knowledge of proper tree and shrub pruning methods.	Skilled
• Designing new flowerbed construction, patterns, color schemes, replanting	Skilled
• Ability to work alone and in inclement weather.	Skilled
• Ability to Plan, schedule, and propagate seasonal color change outs.	Skilled

JOB RESPONSIBILITIES

- Campus Security Authority
- Remote Work Capable

Essential Functions

Essential Function	% TIME
• Applies herbicides to different kinds of weeds to prevent propagation. Maintains pesticide records, safety data sheets, and schedules.	45%
• Maintains inventory of necessary chemicals/fertilizers/seeds for horticultural needs.	15%
• Maintains and inventory of plants within the greenhouse and ensure quality growth utilizing growth methods to ensure good quality and quantity for each planting season. Identify diseases on plants and flowers for its treatment.	5%
• Maintains/Cares of all interior and exterior plants, flowerbeds, and grass areas throughout the campus. Stump grind, fertilize, grow, plant, prune, trim, mulch, and weed all trees and hedges on campus.	5%
• Use weed eater, mower and edger around all trees, light poles, ditch lines and curbs on campus. Power blow all hard surfaces and brush cut fence lines.	5%
• Operate grounds equipment (weed eaters, blowers, chainsaws, hedge trimmers, pressure washers, tamping machines, mowers, edgers). Operates heavy grounds equipment and utility vehicles.	5%
• Prepare for hurricane, freezes, and events. Assists other personnel during inclement weather.	5%
• Pick up all trash and debris campus-wide daily. Repair potholes in streets and parking lots.	5%
• Assist other Grounds Keepers to maintain water, fertilize, prune, spray, clean, propagate, transplant, and change out interior plants.	5%

PRE-EMPLOYMENT

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

PHYSICAL DEMANDS/WORKING CONDITIONS

Labor

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting		X				
Lifting					X	
Carrying					X	
Pushing					X	
Pulling					X	
Climbing					X	
Balancing					X	
Stooping					X	
Kneeling					X	
Crouching					X	
Crawling					X	
Reaching					X	
Handling					X	
Grasping					X	
Feeling					X	
Talking					X	
Hearing				X		
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

Working Environment

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

Travel Requirements

Estimated Amount	Brief Description