Auburn University Job Description

Job Title: Groundskeeper

Job Code: NA08

FLSA status: Non-exempt

Level I Grade 25 $16,700 - $27,800
Level II Grade 27 $20,300 - $33,800
Level III Grade 29 $25,000 - $41,700

Job Summary
Provides landscape installation and maintenance of university grounds.

Essential Functions
1. Installs landscaping and related items on University grounds,
2. Maintains University grounds using edger, blower, rake, shovel, trimmer, mower, and other equipment.
3. Maintains equipment such as hand tools, including picks, shovels, and rakes; power equipment, including chain saws, edger, weed eaters, fork-lifts, push and riding mowers, backhoes and field painters.
4. May operate motorized street sweeping and cleaning equipment to keep University streets and parking lots free of dirt, leaves and other debris.
5. May maintain athletic fields.

Supervisory Responsibility
May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.
### Auburn University Job Description

#### Job Family Levels

<table>
<thead>
<tr>
<th>Level</th>
<th>Responsibility</th>
<th>Knowledge</th>
<th>Education and Experience*</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Duties require basic physical and mental skills and abilities, including use of hand tools, power tools or other equipment and use of basic math or reading skills.</td>
<td>Follows detailed instructions and procedures.</td>
<td>Ability to read and write.</td>
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<tr>
<td>II</td>
<td>Duties require basic or advanced physical and mental skills and abilities, including use of hand tools, power tools, heavy machinery or other equipment and use of basic or intermediate math, reading or writing skills. Duties may require personal protective gear and/or knowledge of special safety or regulatory procedures.</td>
<td>Follows detailed instructions and procedures. May work under limited supervision, and prioritize tasks independently.</td>
<td>Ability to read and write plus 2 years. Experience must include at least 2 years at the preceding level or equivalent.</td>
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<tr>
<td>III</td>
<td>Duties require advanced physical and mental skills and abilities, including use of hand tools, power tools, heavy machinery or other equipment and use of intermediate math, reading or writing skills. Duties may require personal protective gear and/or knowledge of special safety or regulatory procedures.</td>
<td>Works with little or no on-site supervision. May be required to conduct quality inspections and prioritize tasks.</td>
<td>High school diploma or equivalent plus 6 years of relevant experience. Experience must include at least 4 years at the preceding level or equivalent.</td>
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* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.
Auburn University Job Description

Minimum Required Education and Experience

Level I  Ability to read and write.

Level II  Ability to read and write plus 2 years. Experience must include at least 2 years at the preceding level or equivalent.

Level III  High school diploma or equivalent plus 6 years of relevant experience. Experience must include at least 4 years at the preceding level or equivalent.

Focus of Education  Some reading and writing

Focus of Experience  Experience in grounds keeping operations

Substitutions allowed for Education:
Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:
When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge
See Job Family Levels

Certification or Licensure Requirements:
Valid driver's license may be required for specific positions. Entry into Level III requires an employee to have completed specialty training and obtained a related certification.

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Work schedules, volume of work, or priorities seldom change; able to anticipate new work; minimum distractions or interruptions; seldom involves conflicting demands on time.

Job frequently requires standing, walking, reaching, stooping/kneeling/crouching/crawling, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires sitting, climbing or balancing, talking, and lifting up to 100 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 2/5/2016