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## Auburn University Job Description

Job Title:	<b>Groundskeeper</b>	Level I	Grade 25 \$16,700 - \$27,800
Job Code:	<b>NA08</b>	Level II	Grade 27 \$20,300 - \$33,800
FLSA status:	Non-exempt	Level III	Grade 29 \$25,000 - \$41,700

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### 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.*

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### Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	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.	Follows detailed instructions and procedures.	Ability to read and write.
II	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.	Follows detailed instructions and procedures. May work under limited supervision, and prioritize tasks independently.	Ability to read and write plus 2 years. Experience must include at least 2 years at the preceding level or equivalent.
III	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.	Works with little or no on-site supervision. May be required to conduct quality inspections and prioritize tasks.	High school diploma or equivalent plus 6 years of relevant experience. Experience must include at least 4 years at the preceding level or equivalent.

\* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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### 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.

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#### Focus of Education

Some reading and writing

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#### 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.

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### 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

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