



POSITION PROFILE

Position Title: Groundskeeper II

February 2006

Position Summary: *Describe the positions purpose and overall role in the organization. Identify major job objectives and initiatives.*

- Serves as a lead groundskeeper mowing lawns and trimming and edging around walks, flower beds and walls.
- Prunes shrubs and trees to shape and improve growth.
- Removes damaged leaves, branches, and twigs using mowers, tractors and other hand and power tools.
- Lays out and tends flower beds or other decorative vegetation.
- Maintains and sharpens tools and makes minor repairs on equipment, as needed.
- Plants, fertilizes, waters and uses herbicides and insecticides to maintain grass, flowers, trees and shrubs.
- Removes snow and ice from walks and driveways.
- Spreads salt, picks up litter, rakes, bags and burns of leaves.
- Cleans drainage ditches and culverts.
- Maintains driveways and parking lots.
- Repairs fences, gates, walls, walks and outbuildings using carpentry, masonry and painting tools.
- Performs routine cleaning and maintenance on gardening and grounds equipment.
- May operate trucks and assorted power equipment.

Typical Knowledge and Skills: *Identify the qualifications to competently perform the job. List any language(s), software or registrations required to perform this job. Please describe the typical writing, speaking and presentation skills required for this job and identify the audience.*

Applies advanced skills appropriate for the position. Adapts procedures, processes, tools equipment and techniques to accomplish the requirements of the position. Ability to effectively communicate policies, and/or procedures in a manner easily understood by fellow employees.

Typical Requirements:

- Education or Equivalent Experience: High School Diploma or GED or equivalent experience.
- Supervisor/Managerial Experience: None
- Function Specific Experience: 2 or more years of related work experience. Horticultural training required.
- Certification Requirements: None

Supervision: *Identify the level of supervision received and provided.*

Supervision Received: Works under minimal supervision.

Supervision Provided: Assists in training, assigning and checking the work of lower level employees.

Working Conditions: *Describe the physical environment in which the job works and any special physical qualifications required (safety hazards, visual/hearing acuity or unusual conditions).*

Work is performed outdoors.

Physical Demands: Specific physical characteristics and abilities are required to perform the work, such as agility, dexterity, and long periods of walking, standing, bending, carrying or lifting supplies and equipment weighing 50 pounds or more. Wears protective clothing required by the work environment or governmental regulations.