

The University of Texas at San Antonio

Job Description

Job Title: Groundskeeper III
Code: 15424
Salary Grade: 52
FLSA Status: Non-Exempt
Department/Division: Grounds/Facilities Services
Reports To: Grounds Maintenance Supervisor

Summary

- Function: Performs leadership, technical and skilled routine maintenance of outdoor and indoor vegetation and the general upkeep of outdoor areas.
- Scope: Assists supervisors in the care and maintenance of the greenhouse, landscape, herbicides, special events, pedestrian sidewalks, sweeping of roadways and lots, water quality basins and vegetative filter strips throughout UTSA Campus's.

Duties

- Typical:
 1. Responsible for all duties of the Groundskeeper I and II.
 2. Assess conditions of trees, shrubs and vegetation, pest control, storm drains, trees, shrubbery, soil conditions, and reports problems to supervisor for treatment.
 3. Explains work requirements, methods, and procedures to assigned crew. Assigns specific duties to crew personnel.
 4. Assists Roads and Grounds Supervisor with duties and responsibilities to include assigning daily schedules, ordering materials and supplies, inspecting work, and other supervisory tasks.
 5. Maintains positive relationships with crew, other University departments as well as presenting a positive image to the public.
 6. Assesses, maintains, and repairs Water Quality Basins and Vegetated Filter Strips while following TCEQ guidelines.
 7. Assesses repairs needs for parking lots and roadways. Minor masonry or plastering work. Striping of parking lots, curb lines and major roadways.
 8. Assures UTSA vehicles, tools, equipment, materials and supplies are kept in good working condition. Performs minor repairs and preventive maintenance on mowers and smaller equipment. Ensure the equipment cooling and other systems are working at all times; refuels fuel and oil daily and reports

equipment problems or failures to Supervisor and creates work request for any documentation and repairs.

9. Other duties as assigned.

• Periodic:

1. Responsible for all Periodic duties listed for the Groundskeeper I and II.
2. Special projects to include but not limited to building retaining walls, brush clearing, installing walkways and renovating beds, installing fences and repairing sidewalks as required.
3. Assists with the inspections, yearly water audits, repairs and installation of sprinkler systems as per TCEQ and SAWS guidelines.
4. Responsible for seasonal turf maintenance and landscape installations.
5. Maintains greenhouse and plant nursery areas including maintenance of indoor and outdoor plants.

Note: The job duties listed are typical examples of the work performed by position in this job classification, and not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Education

Required	Preferred
High school diploma or GED.	N/A
Must be able to read and write English, and perform basic arithmetic.	

Other Requirements

Required	Preferred
Ability to understand and communicate instructions.	N/A
Technically skilled in the operation and repairs of grounds equipment.	
Valid Texas Driver's License.	
Criminal Background Check (CBC) and motor vehicle check.	
Texas Department of Agriculture Noncommercial Applicator's License in the category of ornamental and weed.	

Experience

Required	Preferred
Four years of experience in landscape care and maintenance.	Three or more years of experience in landscape care and maintenance with supervisory

	experience.
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Equipment

Required	Possible
Must be able to operate vehicles, tractors, bobcat, fork lift, chainsaws, edger's, power mowers, string line trimmers, and other equipment typically used in landscape maintenance.	Asphalt tamper, cement saw.

Working Conditions

Usual	Special
Extended periods of time standing, walking, pushing bending and kneeling.	Potential contact with poison ivy and stinging insects, such as ants, bees and wasps.
Working outdoors with exposure to seasonal weather conditions.	Occasionally requires working at elevated heights.
Must be able to lift up to 50 pounds with or without accommodation.	Periodically required to work weekends, holidays and other non-standard hours.
Exposure to hazardous mechanical equipment.	Travel between UTSA campus components.

Supervision

Received	Given
Works independently with general supervision of overall effectiveness.	General and specific instructions to assigned helpers and Groundskeeper I's and II's.

Accuracy

Considerable accuracy in the care, safety, repair and use of tools and landscape equipment and care and treatment of vegetation.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
