

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Groundskeeper II  
Code: 15425  
Salary Grade: 51  
FLSA Status: Non-Exempt  
Department/Division: Grounds/Facilities Services  
Reports To: Grounds Maintenance Supervisor

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## *Summary*

- Function: To provide routine skilled work in the maintenance of outdoor and indoor vegetation and the general upkeep of outdoor areas.
- Scope: Responsible for the maintenance and care of turf, trees, shrubberies, perennials, annual flowers and interior plants, and general maintenance of outdoor areas.

## *Typical Duties*

1. Responsible for duties of Groundskeeper I.
2. Performs application of fertilizers, pesticides and herbicides. Loads and mixes chemicals, operates application equipment such as tank sprayer, back pack pump, hand spreaders and motorized spreader. Records and maintains application records per TDA guidelines.
3. Cleans, repairs, and maintains parking lots and roadways to include asphalt repairs and minor masonry or plastering work. Assists with striping or parking lots, curb lines, and major roadways.
4. Cleans and maintains UTSA vehicles, tools, equipment, materials and supplies; performs minor repairs and preventive maintenance on mowers and smaller equipment. Ensures cooling equipment and other systems are working at all times' refuels fuel and oil daily and reports equipment problems or failures to Supervisor.
5. Supports special events, plants set-ups, athletics activities by preparing outdoor and indoor areas and performing post clean up.
6. Assists with the operation of the street sweeper.
7. Assists with set up of plants, loose trash and other duties as assigned for Commencement events.
8. Corrects unsafe conditions in work areas and reports any conditions that are not correctable to Supervisor immediately and creates work request for documentation and correction of safety concern.
9. Performs other duties as assigned.

***Periodic Duties***

1. Assists on special projects to include but not limited to building retaining walls, brush clearing, installing walkways and renovating beds, installing fences and repairing sidewalks.
2. Assists with the inspections, repairs and installation of sprinkler systems.
3. Assists with seasonal turf maintenance and landscape installations.
4. Assists in training temporary workers and Groundskeeper I and II personnel.

***Education***

<b>Required</b>	<b>Preferred</b>
Completion of 10 <sup>th</sup> grade education. Must be able to read and write English.	High School diploma or GED.

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Ability to understand and communicate instructions.	N/A
Valid Texas Driver’s License.	
Criminal Background Check (CBC) and motor vehicle check.	

***Experience***

<b>Required</b>	<b>Preferred</b>
2 years of experience in landscape care and grounds maintenance Similar work involving general laborer duties which may include the planting and maintenance of vegetation or landscape duties. Ability to report to work on time and perform the duties of the job.	3 or more years of experience in landscape care and grounds maintenance. Texas Department of Agriculture Non-Commercial Applicator's License in the category of ornamental and weed.

***Equipment***

<b>Required</b>	<b>Possible</b>
Working knowledge of and the ability to use or operate vehicles, tractors, bobcat, front end loader, chainsaws, edges, power mowers, string line trimmers, hedge trimmers, blowers, asphalt tamper, concrete saw, power tools and other equipment typically used in landscape	Forklift, Asphalt Miller, Rock Houns Jack Hammer, Rock Saw, Power Washer Dingo with attachments, Water Truck, Water Wagon, Parking lot striping machine.

maintenance.	
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***Working Conditions***

<b>Usual</b>	<b>Special</b>
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***

<b>Received</b>	<b>Given</b>
General supervision from designated supervisor.	General and specific instructions to assigned helpers and Groundskeeper I's.

***Accuracy***

Proficiency in the care, safety, repair and use of tools and landscape equipment.

***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.