

# The University of Texas at San Antonio

## *Job Description*

---

Job Title: Groundskeeper I  
Code: 15426  
Salary Grade: 50  
FLSA Status: Non-Exempt  
Department/Division: Grounds/Facilities Services  
Reports To: Grounds Maintenance Supervisor

---

## *Summary*

- Function: To provide routine semi-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.

## *Duties*

- Typical:
  1. Performs maintenance of all undeveloped and developed landscape areas to include trimming and pruning hedges, and shrubbery, cleaning flower beds, mowing, edging, trimming, weeding, removal of clippings, removal or trash, cleaning of smoking receptacles, ash urns and watering.
  2. Maintains Water Quality Basins and Vegetated Filter Strips (I.e. removal of trash, mowing and weed eating) while following TCEQ guidelines.
  3. Cleans and maintains walkways, breezeways, stairways, loading docks, parking lots, roadways and outdoor structures.
  4. Assists with the repair of potholes in roadways and parking lots.
  5. Cleans and maintains tools, equipment, materials and supplies.
  6. Supports special events and activities by preparing outdoor areas and performing post clean up.
  7. Shovels, deices, and removes snow and ice from designated areas such as sidewalks and entryways as required.
  8. Ensures the equipment cooling and other systems are working at all times; refuels fuel and oil daily, cleans equipment daily and reports equipment problems or failures to Supervisor or GK II or III, and returns equipment to designated location.
  9. Attends departmental meetings and various safety, human resources and maintenance training opportunities as available and directed.
  10. Performs other duties as assigned.

- **Periodic:**
  1. Assists with seasonal turf maintenance and landscape installations.
  2. May maintain the greenhouse and plant nursery areas including maintenance of indoor and outdoor plants.
  3. Assists with the operation of the street sweeper.
  4. Assist with power washing of outdoor areas to include but not limited to walkways, breezeways, stairways, loading docks, patio areas, entry ways and outdoor structures.
  5. Assist with removal and clean up of bird feces while following safety, health guidelines and proper training.
  6. May train other Groundskeeper I's or temporary workers.
  7. May be required to travel between and working at various UTSA campuses and facilities within city to pick up supplies.
- Note: the job duties listed are typical examples of the work performed by a position in this job classification. Not all duties assigned to every position are included, nor is it expected that all position will be assigned every duty listed.

***Education***

<b>Required</b>	<b>Preferred</b>
Completion of 8 <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>
Valid Texas Driver's License.	N/A
Criminal Background Check (CBC) and motor vehicle check.	

***Experience***

<b>Required</b>	<b>Preferred</b>
One year 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.	Two or more years of experience in landscape care and grounds maintenance. Certification by the Texas Department of Agriculture as a non-commercial pest applicator 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, edgers, power mowers and other equipment typically used in landscape maintenance.	Bobcat, Dingo, Aerator, Zero-turn Mower, Tractor and Power Washers..

Basic knowledge of the principles of operation of diesel and gasoline engines.	
--	--

***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>
Specific instructions received. Works under close supervision from designated supervisor or leader.	None

***Accuracy***

Proficiency in the care, safety 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.