Groundworker Trainee

**POSITION INFORMATION**

- **Type of Action Requested:** New (Create a new Position Description)
- **Internal Team:** SL-FacMgmt-Landscape Services - 128200
- **Job Code/Employee Classification:** Groundworker Trainee
  Job Code: 0733
- **Classification Title:** Groundworker Trainee
- **MPP Job Code:** Groundworker Trainee
- **Position Number:** SL-00010731
- **CSU Working Title:** Groundworker Trainee
- **Salary Range/Grade:** 0733-RANGE A-Grade-1
  Minimum: $3,120.00
  Maximum: $4,077.00
  Pay Frequency: 
- **Reports To:** Landscape Manager
- **Campus:** San Luis Obispo
- **Division:** Administration and Finance
- **College/Program:** Facilities Management and Dev
- **Department:** FacMgmt-Landscape Services - 128200
- **FLSA Status:** Non-Exempt

**POSITION DESIGNATION**

- **Mandated Reporter:** Limited - The person holding this position is considered a limited mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.
- **Conflict of Interest:** None
- **NCAA:**
  - Yes
  - No
- **Is this a Sensitive Position?:**
  - Yes
  - No
- **Job Summary/Basic Function:**
  Under immediate supervision of the Landscape Manager, the Groundworker Trainee follows formal training objectives and performs a variety of grounds worker tasks. The groundworker Trainee works with journey-level and Lead Grounds workers in order to learn the proper and safe methods of trimming trees, hedges, shrubs, and erecting tree supports, as incidental parts of their assignments, and are trained to recognize the more common plant diseases, pests and weeds to properly maintain and handle pesticides, sprays and other chemicals used in grounds work; in the use, care and maintenance of grounds tools, supplies and equipment; and may also be trained in the operation and maintenance of small power-operated motor pavement sweepers, power mowers, small riding mowers and other gardening power equipment as an incidental part of their assignment. Incumbents will be trained to recognize the more common species of ornamental shrubs, trees, and flowers grown in California and general gardening and grounds maintenance methods.

- **Minimum Qualifications:**
  Any combination of training, experience, and/or education sufficient to demonstrate the required skills below.
Required Qualifications:

- Ability to work in a trainee capacity demonstrating continued progress or improvement in work habits, knowledge and abilities
- Ability to follow simple written and oral instructions
- Ability to establish and maintain cooperative working relationships with others
- General knowledge of simple garden tools and supplies
- Ability to learn to operate skillfully small trucks and power-driven grounds equipment
- Ability to read and write at a level appropriate to the position with the ability to follow simple oral and written instructions and work independently
- Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships within a diverse population and those from various cultural backgrounds
- Demonstrated customer service experience requiring a very high level of diplomacy and professionalism

Preferred Qualifications:

- Working knowledge, or ability to quickly learn, university infrastructure, policies and procedures

Special Conditions:

- Must be willing to travel and attend training programs off-site for occasional professional development.
- Must be able to work various shifts (as applicable), including weekends, overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
- Must be able to work in outdoor areas where there is exposure to extreme elements, such as noise, dust, dirt, heat, cold, wind and rain.
- Must be able to perform work involving, but is not limited to, lifting (up to 50 pounds), carrying, and maneuvering heavy objects; and squatting, climbing, twisting, standing, walking, stooping, reaching, pushing, pulling, bending, and kneeling for long periods.
- The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
- Must be able to successfully pass a pre-employment background/fingerprint check.
- Must be able to work in a trainee capacity demonstrating continued progress or improvement in work habits, knowledge and abilities
- Ability to follow simple written and oral instructions
- Ability to establish and maintain cooperative working relationships with others
- General knowledge of simple garden tools and supplies
- Ability to learn to operate skillfully small trucks and power-driven grounds equipment
- Ability to read and write at a level appropriate to the position with the ability to follow simple oral and written instructions and work independently
- Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships within a diverse population and those from various cultural backgrounds
- Demonstrated customer service experience requiring a very high level of diplomacy and professionalism

License / Certification:

- Possession of a valid driver’s license or the ability to obtain by date of hire.

Supervises Employees:

- Yes
- No

Job Duties
### JOB DUTIES

<table>
<thead>
<tr>
<th>% of time</th>
<th>Duties / Responsibilities</th>
<th>Essential / Marginal</th>
</tr>
</thead>
<tbody>
<tr>
<td>90</td>
<td>Assist Grounds workers and other grounds specialists in planting, cultivating, and fertilizing. Water and spray ornamental plants, shrubs, hedges, trees, lawns, and flowers. Rake leaves, hoe weeds, and clean trash from assigned areas, including parking lots. Assist in the preparation and lining of athletic fields for events</td>
<td>Essential</td>
</tr>
<tr>
<td>10</td>
<td>Perform other job-related duties and special projects as assigned.</td>
<td>Marginal</td>
</tr>
<tr>
<td></td>
<td>Maintain currency in the knowledge and skills necessary to facilitate industry-leading solutions.</td>
<td></td>
</tr>
</tbody>
</table>

### SELECTION CRITERIA

- There are no items to show