|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employee Name: | | |  | Fresno State ID# |  |
| Classification: |  | Groundsworker |  | Working Title: | Groundsworker |
| Prepared By (MPP/Chair): | | Eduardo Zenteno |  | Department: Facilities Management Date Prepared: 11/2024 | |
| Bargaining Unit: | R05 | FLSA Status: | Non-Exempt |

**POSITION DESCRIPTION**

**Note:** Multiple positions may be filled from this recruitment.

# Overview:

Under immediate supervision, in accordance with schedules or periodic instructions, performs general gardening work and maintains the grounds in an assigned area of a campus.

This position may require after-hours and weekend work.

# Major duties of the job include:

* Grounds Maintenance 50%
* General Gardening 40%
* Department Support 10%

1. Grounds Maintenance 50%:
   * Rake and sweep leaves; hoe weeds; clean up debris from landscapes, grounds, and parking lots.
   * Clean trash from assigned areas including parking lots.
   * Maintain hoses, sprinklers, tools, supplies and equipment in proper condition and repair.
   * May drive pick-ups and other automotive equipment in performance of assigned duties.
   * Operate edger, blower, sweeper, and other related equipment.
2. General Gardening 40%
   * Groundsworkers assist with the following: plant, cultivate, fertilize, water and spray ornamental plants, shrubs, hedges, trees, lawns, and flowers.
   * Assist with weed and pest control in landscapes and grounds areas.
   * Prepare and treat soils for planting.
   * Trim trees, hedges, and shrubs and erect tree supports.
   * May operate and perform minor maintenance on small power-operated pavement sweepers, power mowers, small riding mowers, and other gardening power equipment.
   * May assist in the preparation and lining of athletic and play fields for events.
   * May occasionally assist a qualified specialist in sprinkler repair, spraying, tree trimming, or nursery functions.
3. Department Support 10%
   * May supervise the work of students and unskilled assistants.
   * Assists with event setup and cleanup.
   * Assists with campus projects
   * Always maintain a professional-like attitude while on duty.
   * Maintain regular attendance.
   * Performs other related duties as may be required or directed.
   * Adhere to Facilities Management Grounds Department Expectations.

# Secondary duties of the job include:

o Performs other related duties as may be required or directed.

Supervisory Responsibility:

|  |  |
| --- | --- |
| Who Supervises this Position: | Grounds Manager |
| Who is Responsible for completing the Performance Appraisal: | Grounds Manager |
| What other classifications does this position supervise: | None |

# Minimum Requirements: Knowledge, Skills, and Abilities:

**Knowledge:**

* Thorough knowledge of general gardening and grounds maintenance methods.
* General knowledge of proper methods of planting, cultivating, and caring for hedges, ornamental trees, shrubs, lawns, and flowers as well as the use and care of gardening materials, tools, and equipment.

# Skills/Abilitiy to:

* Possession of or the ability to obtain a valid California Driver’s License, with a good driving record.
* Recognize the more common species of ornamental shrubs, trees and flowers grown in California.
* Perform strenuous physical work as described in this classification
* Utilize mechanical aptitude and motor coordination
* Learn to operate skillfully small trucks and power-driven grounds equipment
* Read and write at a level appropriate to the position
* Follow simple oral and written instructions.

# Education and Experience:

* One year of experience in the care and maintenance of landscaped areas or in general grounds maintenance work, or in related manual labor.

# Preferred Skills:

* One year of experience in the care and maintenance of landscaped areas in an institutional setting.

**SPECIAL CONDITIONS OF EMPLOYMENT AND POSITION DESIGNATIONS:**

This position will have a duty to report to the Campus Title IX Officer information pertaining to victims of sex discrimination, sexual harassment, sexual misconduct, dating/domestic violence, and stalking as required by [CSU](http://www.calstate.edu/eo/EO-1095-rev-6-23-15.html) [Executive Order 1095.](http://www.calstate.edu/eo/EO-1095-rev-6-23-15.html)

Employee Name:

Department: Facilities Management

Position: Groundsworker Date Prepared: 11/2024

**WORKING ENVIRONMENT**

Check the appropriate box which most accurately describes the extent of the specific activity performed by the employee

on a daily basis. If the activity is performed less than one (1) hour each day, check the N/A box.

**PHYSICAL EFFORT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Number of hours/day | | | | |  |  |  |  | Number of hours/day | | |  |
| N/A | | 1-2 | 3-4 | 5-6 | 7+ |  |  | N/A | 1-2 | 3-4 | 5-6 | 7+ |
| 1. Sitting | **☐** | **☐** | **☒** | **☐** | **☐** | 12. Lifting or carrying | |  |  |  |  |  |
| 2. Standing | **☐** | **☐** | **☐** | **☐** | **☒** |  | A. 10 lbs. or less | **☐** | **☐** | **☐** | **☐** | **☒** |
| 3. Walking | **☐** | **☐** | **☐** | **☐** | **☒** |  | B. 11 to 25 lbs. | **☐** | **☐** | **☐** | **☐** | **☒** |
| 4. Bending Over | **☐** | **☐** | **☐** | **☐** | **☒** |  | C. 26 to 50 lbs. | **☐** | **☐** | **☐** | **☐** | **☒** |
| 5. Crawling | **☐** | **☒** | **☐** | **☐** | **☐** |  | D. 51 to 75 lbs. | **☐** | **☒** | **☐** | **☐** | **☐** |
| 6. Climbing | **☐** | **☒** | **☐** | **☐** | **☐** |  | E. 76 to 100 lbs. | **☒** | **☐** | **☐** | **☐** | **☐** |
| 7. Reaching overhead | **☐** | **☐** | **☐** | **☐** | **☒** |  | F. Over 100 lbs. | **☒** | **☐** | **☐** | **☐** | **☐** |
| 8. Crouching | **☐** | **☐** | **☐** | **☐** | **☒** | 13. Repetitive use of hands/arms | | **☐** | **☐** | **☐** | **☐** | **☒** |
| 9. Kneeling | **☐** | **☐** | **☐** | **☐** | **☒** | 14. Repetitive use of legs | | **☐** | **☐** | **☐** | **☐** | **☒** |
| 10. Balancing | **☐** | **☒** | **☐** | **☐** | **☐** | 15. Eye/hand coordination | | **☐** | **☐** | **☐** | **☐** | **☒** |
| 11. Pushing or pulling | **☐** | **☐** | **☐** | **☐** | **☒** |  |  |  |  |  |  |  |
|  |  |  |  |  | Yes | No |  |  |  |  |  |  |
| 16. Driving cars, trucks, forklifts and other equipment | | | | | **☒** | **☐** |  |  |  |  |  |  |
| 17. Being around scientific equipment and machinery | | | | | **☐** | **☒** |  |  |  |  |  |  |
| 18. Walking on uneven ground |  |  |  |  | **☒** | **☐** |  |  |  |  |  |  |
| **MENTAL EFFORT** | | | |  |  |  | **ENVIRONMENTAL FACTORS** | | | | |  |
| Number of hours/day | | | | | |  | Number of hours/day | | | | |  |
|  |  | N/A | 1-2 | 3-4 | 5-6 | 7+ |  | N/A | 1-2 | 3-4 | 5-6 | 7+ |
| 1. Directing Others |  | **☐** | **☒** | **☐** | **☐** | **☐** | 1. Inside | **☐** | **☒** | **☐** | **☐** | **☐** |
| 2. Writing |  | **☐** | **☒** | **☐** | **☐** | **☐** | 2. Outside | **☐** | **☐** | **☐** | **☐** | **☒** |
| 3. Using math/calculations |  | **☐** | **☒** | **☐** | **☐** | **☐** | 3. Humid | **☐** | **☐** | **☐** | **☐** | **☒** |
| 4. Talking |  | **☐** | **☐** | **☐** | **☐** | **☒** | 4. Hazards | **☐** | **☐** | **☐** | **☐** | **☒** |
| 5. Working at various tempos |  | **☐** | **☐** | **☐** | **☐** | **☒** | 5. High places | **☐** | **☒** | **☐** | **☐** | **☐** |
| 6. Concentrating amid distractions | | **☐** | **☐** | **☐** | **☐** | **☒** | 6. Hot | **☐** | **☐** | **☐** | **☐** | **☒** |
| 7. Remembering names |  | **☐** | **☐** | **☐** | **☐** | **☒** | 7. Cold | **☐** | **☐** | **☐** | **☐** | **☒** |
| 8. Remembering details |  | **☐** | **☐** | **☐** | **☐** | **☒** | 8. Dry | **☐** | **☐** | **☐** | **☐** | **☒** |
| 9. Making decisions |  | **☐** | **☐** | **☐** | **☐** | **☒** | 9. Wet | **☐** | **☐** | **☐** | **☐** | **☒** |
| 10. Working rapidly |  | **☐** | **☐** | **☐** | **☐** | **☒** | 10. Change of temp | **☐** | **☐** | **☒** | **☐** | **☐** |
| 11. Examining/observing details | | **☐** | **☐** | **☐** | **☐** | **☒** | 11. Dirty | **☐** | **☐** | **☐** | **☐** | **☒** |
| 12. Discriminating colors |  | **☐** | **☐** | **☐** | **☐** | **☒** | 12. Dusty | **☐** | **☐** | **☐** | **☐** | **☒** |
|  |  |  |  |  |  |  | 13. Odors | **☐** | **☐** | **☐** | **☐** | **☒** |
|  |  |  |  |  |  |  | 14. Noisy | **☐** | **☐** | **☐** | **☐** | **☒** |
|  |  |  |  |  |  |  | 15. Working with others | **☐** | **☐** | **☐** | **☐** | **☒** |
|  |  |  |  |  |  |  | 16. Working around others | **☐** | **☐** | **☐** | **☐** | **☒** |
|  |  |  |  |  |  |  | 17. Working alone | **☐** | **☐** | **☐** | **☐** | **☒** |