

Employee Name:



MPP / Staff Position Description

HUMAN RESOURCES USE ONLY	
Conflict of Interest (COI) Designated: <input type="checkbox"/> Yes <input type="checkbox"/> No	<u>MPP Positions Only</u>
Mandated Reporter: <input type="checkbox"/> Limited <input type="checkbox"/> General <input type="checkbox"/> N/A	MPP Job Code:
Review Date:	Job Family:
	Job Function:
	Job Category:

Mandated Reporter Per CANRA YES NO

The person holding this position is considered a 'mandated reporter,' under the California Child Abuse and Neglect Reporting Act (CANRA) and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Please Note: A current and accurate signed Position Description is required for each MPP / Staff position and must be on file in the Center for Human Resources. After completion, the Position Description should be reviewed, signed, and dated by the employee, the supervisor and the Center for Human Resources - Classification and Compensation.

Please check one:	<input type="checkbox"/> New Position	<input checked="" type="checkbox"/> Existing Position Update
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Date:	05/21/2024
Department & Division:	Facilities Services/ Business and Financial Affairs
Employee Name <i>(leave blank if vacant):</i>	
Current Classification & Grade:	Groundswoker (1)
FLSA Status: <i>(exempt or non-exempt)</i>	Non-exempt
Working Title:	Groundswoker
Position Number & Job Code:	10006834 / 731
Working Title & Position Number of HEERA Designated Appropriate Administrator:	Hajosy, Kandyce – Manager, Landscape & Fleet Services / 10008199

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I. FUNCTION OF THE EMPLOYING UNIT:

State the basic purpose of the Department/Unit in one brief paragraph. Include the division's DEI statement here.

The Division of Business and Financial Affairs is responsible for ensuring a safe, productive campus environment while providing the highest quality service in support of academic excellence through thoughtful stewardship of financial, technological, infrastructure and human resources at San Diego State University.

SDSU Facilities Services (FS) is a customer-service based organization providing facility maintenance activities through a transparent and deliberate process. It is responsible for the operation, maintenance, repair, renovation, remodel, and alteration activities in support of the academic and research mission of the university. Facilities Services employs approximately 250 employees and supports approximately eight million square feet of buildings (including residence halls and parking structures) and 280 acres of improved and unimproved land.

II. PURPOSE OF POSITION:

State the basic purpose of the position in one to three specific statements.

Groundsworker – Under the immediate supervision of the Lead Groundsworker, the incumbent performs the full range of grounds keeping duties to maintain the campus grounds and deliver landscape services to an assigned area(s) of campus ranging from 5-20 acres. These services include, but are not limited to, the following: hardscape clean up, landscape bed maintenance, turf maintenance, and general grounds maintenance work.

Objectives - A tidy and well-maintained exterior that is ready for the beginning of the academic day free of litter with trash receptacles emptied and receptacle lids cleaned and wiped. Proper maintenance of a wide variety of attractive, colorful, and interesting exterior spaces throughout the campus. Maintenance and cultivation of planted areas at a consistent level throughout the year, free of pests, weeds, and dead material.

Expectations - Provide a thorough and accurate accounting of time and materials. Complete all routine work assignments and perform all additional duties as assigned. Incumbent maintains equipment and a safe and clean working environment. Consistent meeting of university needs in a timely and professional manner with increasingly improved skill. Follow-up on every project or task to ensure that all items are completed to the satisfaction of the Manager – Fleet & Landscape Services. Maintains a responsible attendance record, punctuality and consistent meeting of deadlines. Builds and maintains internal and external customer satisfaction with the products and services offered by the organization. Seeks feedback, is responsive to stakeholders and takes appropriate action for the situation.

Performs work in a manner that supports and facilitates the work of others in Facilities Services and the university community. Maintains a positive and cooperative working relationship with members of the department and campus community by practicing individual dignity, using tact and diplomacy, and always being respectful and civil. Utilizes respectful communication when dealing with people in all situations; demonstrating restraint, fairness and firmness. Works effectively to understand by carefully listening and working to be understood.

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Must be able to perform strenuous physical work while using mechanical aptitude and motor coordination. Ability to implement safety procedures, resolve problems and improve safety in the workplace. Works to instill in others the importance of workplace safety rules and regulations and takes appropriate actions. Ability to conduct hazard assessments, address hazards appropriately and apply controls as appropriate to address/mitigate hazards; promptly follow-up on health and safety risks, taking appropriate action(s) and providing necessary reports and documentation.

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.

III. CHANGES IN RESPONSIBILITIES:

N/A

IV. MAJOR RESPONSIBILITIES:

Clearly list the major responsibilities/essential functions in descending order from the most important to the least important. Indicate the approximate percentage of time spent in each (percentages should not be less than 5%). The percentage must total 100%.

Description of Responsibilities:	(%) Percent of Time
Hardscape Clean-up - Tasks should be performed at the beginning of each workday and include but are not limited to; sweeping, vacuuming or blowing sidewalks, gutters and parking areas; removing unauthorized posters and signs from buildings and grounds; trash removal including; removal of accumulated litter; bagging and removing trash from outside receptacles and cleaning receptacle lids.	40%
Landscape and Planter Bed Maintenance - Tasks include weeding shrub beds, sidewalk cracks and curbs, and removing dead plant material; planting, cultivating, and watering flowers, shrubs, hedges, lawns, and trees.	25%
Lawn and Turf Maintenance - Tasks include mowing, edging, and assisting with fertilizing lawns, turf, and ground cover.	20%
Specialized Grounds Maintenance Work - Assists in the application of insecticides, fungicides, and herbicides (operates power sprayer or hand sprayer); assists in the application of fertilizer; hand waters or ensures	5%

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Description of Responsibilities:	(%) Percent of Time
operation of automatic and manually controlled irrigation systems to provide consistently adequate levels of irrigation to planted areas.	
Project Assistance - Assists in the repair, maintenance and replacement of irrigation lines and sprinkler heads; assists in the renovation/top dressing of lawns and turf; assists in the preparation and lining of athletic fields.	5%
Maintenance/Operation of Shop and General Support – Maintains and services tools and equipment used in the performance of duties; performs shop clean-up and maintains a safe and clean work area; performs minor maintenance on small power-operated sweepers, mowers, and other gardening power equipment. Assists custodial services, trades, and mechanical services staff in the accomplishment of their work (projects, events, on-going programs), and performs other tasks as assigned by the manager in support of the university and Facilities Services.	5%
Total =100%	100%

V. WORK DIRECTION OVER OTHERS:

List of individuals the incumbent supervises/leads. Indicate the type of supervision, whether direct (directly supervises the position and conducts performance evaluation) or general (acting in a lead capacity or assigning work).

Classification	Working Title	Type of work direction (Direct or General)
N/A		

VI. POSITION REQUIREMENTS:

A. List education and years of experience required that are based on the classification standards.

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

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B. Skills, knowledge, and abilities required for this position that are based on the classification standards

Knowledge – Must have 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, and the use and care of gardening materials, tools, and equipment.

Abilities – Must be able to recognize the more common species of ornamental shrubs, trees and flowers grown in California. Must be able to perform strenuous physical work; utilize mechanical aptitude and motor coordination; learn to skillfully operate small trucks and power-driven grounds equipment. Must be able to read and write at a level appropriate to the position; must be able to follow simple written and oral instructions.

C. Specialized skills required for this position

- N/A

D. License and Certification Required (I.e., Driver’s License and Grade, Certification, etc.)


- Valid California Driver’s License required.

VII. PREFERRED QUALIFICATIONS:

- Experience in the maintenance and repair of irrigation systems.
- Relevant education or coursework in horticulture and/or plant identification.
- LEED Green Associate Credential

VIII. SIGNATURES:

The signature indicates position description is an accurate and correct statement of duties and responsibilities assigned to the position. (Limited to 3 Signers as listed below)

Incumbent’s Signature/Acknowledgment		Date
 <small>Gabriel Silva (Jun 27, 2024 10:12 PDT)</small>		Jun 27, 2024
Appropriate Administrator Signature		Date
Classification & Compensation Services		Date

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Attachment A

Complete for all positions

To comply with the provisions of the Americans with Disabilities Act, specify the physical, mental, and environmental conditions of the essential functions of the job, please complete the sections below.

Physical Summary: Choose one description out of the categories below that best describes this position.

- Sedentary Work:** Involves mainly sitting. Walking and standing are minimal. Lifting is limited to lightweight objects (10 pounds or less).
- Light Work:** Job involves some lifting of medium weight objects (10-20 pounds) and/or 10% -20% of the job involves standing or walking.
- Medium Work:** Job involves lifting heavy-weight objects (20-40 pounds) and/or 20%-40% of the job involves standing, squatting, kneeling, or walking. May require pushing or pulling objects within the weight limits.
- Heavy Work:** Job involves lifting more than 40 pounds. Approximately half of the incumbent's time will be spent walking, standing, squatting, kneeling, or climbing.

Use the codes below for each of the items which most accurately describe the extent of the specific activity performed in this position.

"C" = constantly or 6-8 hours per day

"F" = frequently or 3-6 hours per day

"O" = occasionally or up to 3 hours per day

"N" = never

Physical Requirements of the Position		Mental Requirements of the Position	
F	Bending (neck)	F	Reading & Comprehending
F	Bending (waist)	F	Writing
F	Climbing	F	Performing Calculations
F	Crawling	C	Communicating Orally
F	Kneeling	F	Reasoning & Analyzing
F	Pushing/Pulling	F	Decision Making
O	Sitting	O	Directing/Coordinating Others:
F	Squatting		Other:
F	Standing	Environmental Working Conditions	
O	Twisting (neck)	F	Exposure to variations in temperature/humidity
O	Twisting (waist)	O	Exposure to chemicals, gases, dust or fumes
F	Walking	F	Operates machinery or drives motorized equipment
F	Handling Objects	O	Exposure to bio-hazards
F	Manual dexterity	F	Working in normal office environment
O	Reach above/below shoulder	F	Working outside with various weather conditions
F	Using foot controls	O	Uses specialized equipment
	Other:		Other:

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Attachment B

Complete for all positions

Sensitive Position: For current employees who are voluntarily reassigned or reclassified to a sensitive position, a background check is also required. To determine if this position is a sensitive position, please consult with Human Resources and reference the [CSU Background Check Policy](#).

Consideration for designation as a sensitive position per HR Technical Letter 2017-17		
1. Does this position have responsibility for the care, safety, and security of people (including children and minors), animals, and CSU property?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Sexual offender registry check for those who perform work involving regular or direct contact with minor children and those who are identified as mandated reporters of child abuse and neglect under Executive Order 1083 and California Penal Code §11165.7(a).
2. Does this position have access to and responsibility for detailed personally identifiable information about students, faculty, staff, or alumni that is protected, personal, or sensitive?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Access to Level Protected Level 1 Data: (i.e., Passwords, DOB, Credit Card Numbers, SSN's, Medical Data, Law Enforcement Records, etc.) - Link to or incorporate ICSUAM pages.
3. Does this position have access to student records?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	FERPA (Access to student education records)
4. Is the position responding for recording/reporting Clery Data?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Clery Act Basics
5. Does the position have access to protected health information?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	HIPAA
6. Will this position be an active/participating member of the SDSU Emergency Operations Team?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	EOC Member
7. Does this position have responsibility for operating commercial vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness, or death?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Motor Vehicle Records/Licensing Check is required. CA Defensive Driver
8. Does the position influence or make decisions regarding real property, real property acquisitions and/or leaseholds, land use and/or development?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	COI CAT 1
9. Does the position influence or make decisions regarding the purchase of goods, service or construction work? Note: Having a procurement card is not qualifying if the individual is limited to making directed and supervised purchases from established vendors.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	COI CAT 2

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10. Does the position influence or make decisions regarding the investment of SDSU/CSU funds.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	COI CAT 5
11. Does the position influence or make decisions regarding the sale of campus goods, services, products, or commodities (including agricultural commodities), which are sold by the campus?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	COI CAT 6

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Attachment C

Complete for **MPP Positions Only**

Mental Effort:

Enter frequency of occurrence for all applicable activities using the following key:

1=Never Occurs 2=Seldom Occurs 3=Sometimes Occurs 4=Occurs Often 5=Almost Always Occurs

<u>Planning</u>		<u>Staffing</u>	
	Forecast		Define Roles
	Set Program Goals		Give Input to Position Descriptions
	Determine Budget Allocations		Determine Selection Criteria
	Establish, Implement, Revise Policies		Recruit/Interview/Select
			Orient Staff
<u>Organization</u>		<u>Employee Relations</u>	
	Describe Relationships Between Functions		Initiate Corrective Action
	Define Department/Divisional Structure		Authorize Formal Discipline
	Establish Priorities to Meet Goals		Administer Collective Bargaining Agreements
	Schedule Work for Employees		Prepares/Investigates Grievance Awards and Complaints
	Implement procedures		Formulates/Represents University Position for Formal Grievances/Complaints
	Determine work methods		
	Balance multiple tasks/projects		
<u>Direction/Leadership/Supervision</u>		<u>Performance Evaluations</u>	
	Educate		Determine Performance Standards
	Delegate		Authorize/Approve Awards
	Coordinate		Prepare Performance Evaluations
	Coach/Train/Develop		Observe/Follow-Up on a Daily Basis
	Recommend Formal Training		Correct Work/Behavior Problems
	Motivate		
	Instruct/Demonstrate		
	Schedule Staff/Readjust Schedule		
<u>Organization</u>		<u>Other</u>	
	Describe Relationships Between Functions		
	Define Department/Divisional Structure		
	Establish Priorities to Meet Goals		
	Schedule Work for Employees		
	Establish deadlines		
	Implement procedures		
	Determine work methods		
	Balance multiple tasks/projects		

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Attachment D

Department Organization Chart

Instruction: Please insert an image of your department's organization chart and highlight where this Position Description falls within the chart.

