

Sonoma State University is committed to achieving excellence through teaching, scholarship, learning and inclusion. In line with our Strategic Plan and our Seawolf Commitment, our values include diversity, equity, sustainability, community engagement, respect, responsibility, excellence and integrity. We strive to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. We encourage innovation, experimentation and creativity, as well as contributions to equity and inclusion, in the pursuit of excellence for all members of our university community.

**Position Purpose:** Reporting to the Landscape Manager, and with additional lead work direction provided from other members of the Facilities Management team, the Groundsworker maintains the grounds on campus and assists a crew of landscape employees and student assistants engaged in landscape activities of a general nature such as mowing, pruning, construction of flower beds, maintenance of drainage systems, resurfacing of athletic fields and facilities, removal of brush and trees, collection of trash and asphalt repairs. The Groundsworker works both independently and in a work team environment, as assigned by the Landscape Manager.

**Major Duties:** Major duties of the position include, but are not limited to, the following: planting, cultivating, fertilizing, watering and spraying ornamental plants, shrubs, hedges, trees, lawns, and flowers; raking leaves; hoeing weeds; cleaning trash from assigned areas, including parking lots; preparing and treating soils for planting; maintaining hoses, sprinklers, tools, supplies and equipment in proper condition and repair; trimming trees, hedges and shrubs and erect tree supports. The incumbent 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 preparing and lining of athletic fields for events; may occasionally assist a qualified irrigation or gardening specialist in sprinkler repair; spraying, tree trimming, or nursery functions; may drive pick-ups and other automotive equipment in performance of assigned duties; and may provide lead work direction to students and unskilled assistants. The incumbent also responds to landscape-related work requests and work orders.

In addition, the incumbent works on set-ups and other functions for campus graduation, including, but not limited to setting up chairs the day before graduation and wiping them down the morning of graduation.

**Secondary Duties:** Performs other secondary duties as assigned.

**Work Environment:** Sonoma State University consists of over 2 million square feet of building space of various construction types and ages. The incumbent must be prepared to work in a variety of environments on the University campus including, but not limited to mechanical rooms, crawl spaces, attics, basements, and outdoor. The climate in some of the facilities can be cold, hot, and noisy. Some facilities are three stories high. The work involves heavy manual labor in a rugged, outdoor environment.

Duties take place primarily in outdoor environment settings located in various locations on the Sonoma State University campus, including working both indoors and outdoors to support and participate in university activities and events. The incumbent may be assigned to work at SSU owned properties outside the main campus. Normal hours of work may vary to meet operational needs. Your specific start time is determined by your Appropriate Administrator. As a non-exempt employee, any request for overtime will be specified and pre-approved by Appropriate Administrator. Evening, weekend, early mornings, holidays, and other non-standard times may be required and will be specified only by the appropriate administrator to meet operational needs, including the University's commencement weekend, which is regularly scheduled in May. The incumbent must maintain regular and acceptable attendance at such levels as is determined by the Appropriate Administrator.

This position requires, with or without reasonable accommodations, the ability to frequently sit, move or stand for office and/or event functions, be at a computer for 1-2 hours/day, occasionally reach with hands and arms, climb or balance, stoop and kneel and lift objects of up to 80 lbs in weight.

**Minimum Qualifications:** This position requires one year of experience in the care and maintenance of landscape areas or in general grounds maintenance work, or in related manual labor. A 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. Beginning proficiency with computers and Microsoft Office required. Knowledge of Google Suite, computerized work control system and PeopleSoft preferred. The incumbent must successfully complete a pre-placement exam and must possess and/or obtain and thereafter maintain a California Driver's License valid for the operation of any vehicle or equipment required to maintain and operate.

In addition, the incumbent must possess the following: ability to 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 skillfully operate small trucks and power-driven grounds equipment; read and write at a level appropriate to the duties of the position; and follow simple oral and written instructions. The incumbent must be service oriented; fiscally responsible; prioritize and perform all work efficiently and effectively; and provide strong customer service to students, staff, faculty, and campus visitors. Must have the ability to effectively communicate with all levels within the university and establish and maintain productive and effective, inclusive working relationships amongst diverse populations including staff, faculty, administration, students, and other internal and external constituents. Must be able to accept constructive feedback and work cooperatively and effectively both independently and as part of a team and/or group situations. Must be committed to high standards of safety and be willing to comply with all safety laws and all of the university's safety policies and rules. Must also possess the ability to operationalize sustainability concepts (economy, society, and environment) into all aspects of performing job duties.