



## POSITION DESCRIPTION

Department:	Facilities Operations
Classification Title:	Grounds-worker
Working Title:	Grounds-worker
FLSA Status:	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt
Incumbent:	

### **PURPOSE:**

Facilities Management and Development (FMD), a unit within the Administration and Finance Division (AFD), is responsible for the planning, design, construction, operations, maintenance, and repair of university facilities, grounds, and infrastructure. FMD consists of four critical and interdependent support departments, including Customer & Business Services; Environmental Health & Safety; Facilities Planning & Capital Projects; and Facilities Operations. In support of the Cal Poly mission, the Facilities Management and Development department is committed to sustainability, responsible stewardship of natural resources, and promoting an inclusive culture that values individual and organizational integrity, civility, equity, and diversity.

Under general supervision of the Landscape Manager and in accordance with schedules or periodic instructions, the grounds-worker performs general gardening work and maintains the grounds in an assigned area of a campus. Grounds-worker may work independently or as part of a grounds team.

### **DUTIES AND RESPONSIBILITIES:**

The following examples illustrate typical work activities and are not meant to be all inclusive or restrictive:

#### ESSENTIAL JOB FUNCTIONS

Daily

90%

- Prepare and treat soils for planting. Plant, cultivate, fertilize, water and spray ornamental plants, shrubs, hedges, trees, lawns, and flowers.
- Trim trees, hedges, and shrubs and erect tree supports; haul waste or chip brush; rake leaves, hoe or pull weeds in campus areas and apply herbicides.
- Set automatic irrigation controllers; perform minor irrigation repairs, including replacing, cleaning and adjusting sprinkler heads, swing joints, drip lines and emitters; manually irrigate plants; and practice water conservation.
- Clean trash from assigned areas including parking lots; and empty trashcans and recycling bins.
- Clean storm drains and divert water during flooding conditions.
- Maintain hoses, sprinklers, tools, supplies and equipment in proper condition and repair.
- Operate and perform minor maintenance on small power-operated pavement sweepers, power mowers, small riding mowers, and other gardening power equipment.
- Drive pick-ups and other automotive equipment in performance of assigned duties.

- Occasionally assist a qualified specialist in irrigation repair, spraying, tree trimming, or nursery functions.
- Assist in the preparation and lining of athletic fields.
- Provide lead work direction to students and unskilled assistants and record labor time for work orders.

**OTHER JOB FUNCTIONS**

Daily

10%

- Perform other job-related duties and special projects as assigned
- Maintain currency in the knowledge and skills necessary to facilitate industry-leading solutions

**MINIMUM QUALIFICATIONS:**

**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.

**LICENSES, CERTIFICATES, DEGREES, CREDENTIALS:** Possession of a valid driver's license or the ability to obtain by date of hire.

**REQUIRED QUALIFICATIONS (SKAs):**

- Thorough knowledge of general gardening and grounds maintenance methods.
- General knowledge of proper methods of planting, cultivating, and caring for hedges, ornamental trees, shrubs, turf, and flowers as well as the use and care of gardening materials, tools, and power equipment.
- Ability to recognize the more common species of ornamental shrubs, trees and flowers grown in California.
- General knowledge of sprinkler repair and irrigation fundamentals.
- Ability to read and interpret a pesticide or fertilizer label as well as apply both in a safe and effective manner.
- Ability to perform strenuous physical work as described in this classification.
- Ability to utilize mechanical aptitude and motor coordination.
- 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 with those from various cultural backgrounds.
- Demonstrated customer service experience requiring a very high level of diplomacy and professionalism.
- Ability to maintain a high degree of confidentiality.
- Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignment with fluctuating and time-sensitive deadlines.
- Ability to effectively plan, instruct and direct assignments for student and unskilled assistants.
- Working knowledge, or ability to quickly learn, university infrastructure, policies and procedures.

- General knowledge of word processing, spreadsheets, databases, email and calendaring software and ability to use computers for work orders, timekeeping, training, and virtual meetings.

**PREFERRED QUALIFICATIONS:**

- Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.
- California Qualified Applicator Certificate.
- Experience in an institutional environment and/or athletic facility.

**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.
- This position classification has been defined as non-exempt and is subject to overtime provisions of the Fair Labor Standards Act (FLSA).

**SIGNATURES:**

**INCUMBENT:** I have read this position description and understand its contents.

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INCUMBENT NAME	SIGNATURE	DATE
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**SUPERVISOR:** I certify that all statements on this form are complete and accurate.

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IMMEDIATE SUPERVISOR	TITLE	SIGNATURE	DATE
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**HUMAN RESOURCES USE ONLY**

Employee ID#: _____	REQUEST FOR:	CLASSIFICATION INFORMATION
Position Number: _____	<input type="checkbox"/> Update Review for File	Classification Title: Groundswoker
FTE: _____	<input type="checkbox"/> Classification Review	Class Code/Range: 0731
<input type="checkbox"/> Permanent	<input type="checkbox"/> New Position Recruitment	CBID: R05
<input type="checkbox"/> Temporary	<input type="checkbox"/> Replacement Recruitment	MPP Job Code: _____
<input type="checkbox"/> COI Position		Classifier Initials: AT
Recruitment Number: _____		Date: 7/08/24