Class Code: 2015
Occupational Area: 15 Semi-Skilled Trades
Probationary Period: 6 mo.
Effective Date: ~~3/15/2018~~
Last Action: Revised

Grounds Worker (2015)

Function of Job

Under direct supervision from a designated supervisor, perform grounds maintenance or construction such as planting, transplanting, fertilizing, spraying, watering, pruning, mowing lawns, turfs, and otherwise tending to lawns, turfs, trees, flowers, bushes, or other shrubberies, ornamental plants, and snow removal.

Characteristic Duties and Responsibilities

~~A(n) Grounds Worker typically -~~ Illustrative examples of work:

1. Repairs and/or maintains secondary roads, parking lots, sidewalks, driveways, signage, benches, fountains, planters, burial sites, and other grounds features;
2. ~~1.~~ Maintains and repairs tools and equipment~~;~~
3. ~~2.~~ Assists in cultivating, transplanting, watering, maintaining, and removing shrubs, trees, and flowers when necessary~~;~~
4. ~~3.~~ Removes snow and ice from walks, stairs, ramps, driveways, and parking lots; spreads salt, cinders, or sand in these areas as needed~~;~~
5. ~~4.~~ Mows and edges lawns and turfs using power mowers and edgers; cares for established lawns and turfs by mulching, aerating, weeding, removing grubs and thatch; trims and edges around flower beds, walks, and walls~~;~~
6. ~~5.~~ Cleans streets, walks, drains, parking lots, porch areas, and other outdoor areas as requested; empties trash receptacles, cleans outside around trash compactors, and collects all other rubbish left on campus grounds and in building entryways~~;~~
7. ~~6.~~ Operates power equipment and hand tools used in the performance of assigned duties;
8. ~~7.~~ Mixes and ~~performs the application of~~ applies chemical fertilizers, pest control treatments, and herbicides as required concerning other duties of the position~~;~~
9. ~~8.~~ Moves and stores furniture and heavy equipment, or special setups for outside events~~;~~

~~9.~~10. Stores supplies, hauls trash, ~~hauls~~ dirt, boulders, or white rock, and sets up signs or barricades~~;~~

~~10.~~11. Performs other related duties as assigned~~.~~

Minimum Acceptable Qualifications

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

~~1. High school diploma or equivalent.~~

~~2.~~1. Any of the following ~~one or combination totaling six (6) months from the categories below~~:

A. 15 semester hours of completed post-secondary coursework or vocational training in horticulture, landscaping, or a closely related field~~, as measured by the following conversion table or its proportional equivalent~~:

- ~~Fifteen (15) semester hours equals six (6) months~~

- OR -

~~A.~~B. Six months of ~~W~~work experience in grounds maintenance, landscape maintenance, nursery, agriculture work, grounds construction, ~~and/~~or tending to lawns, turf~~s~~, trees, flowers, bushes or other shrubberies, ornamental plants, and other grounds-related work.

~~Valid/current driver's license as required by the State of Illinois for the type of motor vehicles(s) to be operated by the incumbent.~~

Knowledge, Skills and Abilities (KSAs)

1. Ability to obtain appropriate licensure, certification, or both, consistent with pesticides, vehicles, machinery, and equipment that are routinely used in the general occupational area of the position to be filled, within the probationary period.
2. Knowledge of methods, materials, tools, equipment, and practices used in grounds maintenance.

~~1.~~3. ~~Knowledge of grounds maintenance equipment, machinery and hand and power tools, including their designs, uses, maintenance, and repairs.~~Knowledge of principles and processes for providing customer services, including meeting quality standards for services and evaluation of customer satisfaction.

~~2.~~4. Ability to add, subtract, multiply, or divide quickly and correctly

~~3. Ability to perform general physical activities required by the job.~~

~~4. Ability to communicate effectively in both oral and written form.~~

5. Ability to read and understand information and ideas presented in writing

6. Ability to manage ~~one's own~~ time, and ~~to~~ complete assigned tasks ~~in a timely manner~~.

7. Reading skills at a level that allows you to recognize and understand basic written words and simple sentences.

8. Writing skills at a level that allows you to compose sentences that convey information effectively in written form.

9. Verbal communication skills at a level that allows you to communicate effectively using spoken words, including the ability to listen and ask questions.