

Classification Specification: Groundskeeper Specialist

Classification Number: 53616 Pay Grade:
Effective Date: April 4, 2014 Current Exemption Status: Nonexempt

Position Summary

Manages the turf for the entire campus. Analyzes the needs of the different turf requirements and determines which procedures are necessary to establish quality lawns.

Essential/Primary Duties

- Examine turf needs throughout campus. Takes soil samples. Analyzes and determines which procedures are needed to acquire the desired turf fertility.
- Documents yard guidelines for areas as a whole and areas determined as problems or in need of repair. Surveys campus weekly to adjust any areas of concern and makes determinations to correct the areas.
- Develops proposals and recommendations for needed pesticides, herbicides, and fertilizers.
- Contacts vendors to acquire estimates for proposals and submits for approval. Orders needed materials.
- Applies pesticides, herbicides, and fertilizers according to the label and follows proper rates and guidelines set by the manufacturer. Maintains records of purchases and applications to the property in accordance with State Pesticide Regulations.
- Completes other duties as assigned including snow removal and litter control, trimming, mowing, and weeding.
- Performs mechanical practices to the turf such as dethatching, aerating, and seeding.
- Creates landscape designs and planting list as assigned with proper plantings for location and soil type.

Experience and Education

Experience

- Six months related experience required

Education

- High school diploma or GED required

Physical Requirements

Heavy work: frequently working in difficult work positions and/or with physical demands such as continuously lifting/moving materials greater than 50 pounds.

Working Conditions

Work is performed with exposure to any number of elements which may occasionally require some precautions such as safety glasses, protective clothing, ear protection, etc.

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Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
- Ability to access and maintain document imaging systems, including scanning and filing documents
- Ability to operate computers and peripheral equipment such as printers and/or tapes and disk drives
- Knowledge of basic science and scientific methods
- Ability to operate hand and/or power tools appropriate to the trade
- Ability to operate hand and/or power grounds keeping equipment
- Ability to operate heavy equipment

Supervisory Responsibility

Full-Time

None

Part-Time

None

Providing Direction

Full-Time

None

Part-Time

None

Responsibility for Student Workers

None