
JOB TITLE: GROUNDKEEPER
DIVISION: CARLEEN BRIGHT ARBORETUM
DEPARTMENT: COMMUNITY PROGRAMS CLASS CODE: _____

EXEMPT: _____ NON-EXEMPT: X EMPLOYEE: _____
FULL TIME: X PART TIME: _____ SUPERVISOR: _____
DIRECTOR: _____
DATE: _____

DESCRIPTION OF WORK

General Definition: Plan and perform maintenance work required for the landscape, upkeep and mechanical utility system at the Carleen Bright Arboretum, and perform related work as required and assigned.

Supervision Received: Work is performed under the direct supervision of the Arboretum Manager.

Supervision Exercised: Volunteers as assigned.

Examples of Duties: Mow and trim lawns using a variety of power equipment. Plant and maintain flowers, lawns, trees, and shrubs. Cultivate and mulch flower/shrub beds and clear tree wells. Apply fertilizers and chemicals appropriate to plant and maintenance needs. Remove litter and trash from grounds and other facilities and empty trash containers. Inspect, maintain and clean assigned equipment. Perform minor construction projects. Operate a truck, tractor, riding mower, golf cart, power saw, chain saw, weed eater, lawn edger, drills and other maintenance tools. Conduct regular site inspections and document tasks performed and work needed. Maintain irrigation system, water features, an effective watering schedule, and install additional units and valves as needed. Perform pest, plant disease and weed eradication. Perform setups for events as needed. Conduct routine building maintenance. Maintain upkeep on fish pond and water garden. Edge and trim wherever needed. Operate tractor to shred, level parking lot as needed, transfer mulch, dirt, and rock, etc. Repair broken water lines and sprinklers.

MINIMUM QUALIFICATIONS

Knowledge: Demonstrational knowledge of equipment maintenance and use; building maintenance; sprinkler systems and use; fertilizers/chemicals and use; planting and care of grass, flowers, shrubs and trees; pest and plant disease eradication.

Skills: Skill to communicate orally; skill in performing work requiring strength and agility in all weather conditions; skill in frequently lifting heavy objects; skill in driving a utility vehicle and garden tractor; skill in the use and maintenance of a variety of hand

and power tools used in building and lawn maintenance; skill in performing minor repairs on small engines and equipment; skill in the routine care of lawns and plants; skill in applying chemicals and fertilizers.

Abilities: Ability to follow oral and written directions; ability to coordinate hand and foot movements; ability to physically work hard for long periods of time; ability to push, shove, lift, pull and physically handle heavy objects for short periods of time; ability to lift and throw heavy objects; ability to establish and maintain effective working relationships. Climbs, crawls, stoops, kneels, squats, stands, walks and twists for extended periods of time while performing repairs and other related job duties as needed. Works indoors and outdoors in extreme temperature including heat, cold, temperature swings and inclement weather. Uses proper safety standards and procedures. Operates motor vehicle and other motorized equipment safely. Reads and understands verbal and written job instructions and warning signs, labels and devices. Use power mower, lawn edger, chain saw, weed eater, and other landscaping maintenance tools using proper safety precautions. Climb steps, steep slopes, and navigate wooded areas. Capable of performing all duties alone, safely, and without assistance due to small work force. Works in trenches and confined spaces, using proper safety gear. Hears clearly when working around equipment or in street and alley traffic, using proper safety precautions. Ability to supervise volunteers on work crews.

Education: High School graduate or GED.

Experience: Experience in lawn, landscape and sprinkler maintenance.

Any work related experience resulting in proficiency levels in the above minimum qualifications is an acceptable substitute for the above specified education and experience requirements.

Licenses and Certificates: Texas Class C driver's license and driving history acceptable to the City. Must be able to obtain and maintain certification for an Applicator's License in the necessary specific categories from the Texas Department of Agriculture.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED AND ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL RESPONSIBILITIES, DUTIES, AND SKILL WHICH MAY BE REQUIRED. ALL EMPLOYEES ARE EXPECTED TO PERFORM TASKS AS ASSIGNED BY SUPERVISOR.