Georgia State University

Job Specification

Job Title: Groundskeeper III

BCAT Code: 093X18  Effective Date: April 1, 2007
Pay Grade: G07  FLSA Status: Non-Exempt  Revision Date: July 1, 2013

General Description
Functions as lead worker for a small group of grounds keeping employees.

Examples of Duties
- Organizes the work assignments of Grounds Keeper I/II employees; prepares simple reports on the work group performance.
- Issues equipment and supplies to grounds crew employees.
- Inspects the campus for needed cleaning or repair.
- Inspects the work of Grounds Keeper I/II employees, and makes corrections as needed.
- Trains Grounds Keeper I/II employees in landscaping methods and on proper grounds keeping practices and procedures.
- Performs grounds cleaning duties in the absence of co-workers; helps with large cleaning tasks.
- Assists in inclement weather duties, such as removing snow from campus grounds.
- Performs grounds keeping duties for absent co-workers.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of proper landscaping methods, practices and equipment.
- Knowledge of the proper care of plants, trees, shrubbery and grasses.
- Ability to lift up to 50 lbs. or more.
- Ability to communicate effectively, both orally and in writing.
- Ability to operate hand tools and equipment used in grounds keeping, such as lawn mowers, weed-eaters, shears, trimmers, etc.
- Ability to operate a motor vehicle.

Minimum GSU Hiring Standards
High school diploma or GED and two years of grounds keeping experience. A valid Georgia driver's license is required. Must pass a criminal background check. Landscaping experience, especially in large scale landscaping, preferred. Vocational training in Horticulture or a related field preferred.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.