Groundskeeper and Grounds Equipment Operator

University of California, Los Angeles
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Class Specifications - G.15
Senior Grounds Supervisor - 8130
Grounds Supervisor - 8131
Lead Groundskeeper - 8132
Groundskeeper - 8133
Grounds Equipment Operator - 8134

SERIES CONCEPT

Groundskeepers perform a variety of semi-skilled and skilled grounds maintenance and gardening tasks; and perform other related duties as required.

Incumbents typically work as a part of a regular crew involved in the care and maintenance of plants, shrubs, trees, hedges, flowers, lawns and bard surfaced areas on the grounds of a campus or related facility; mow lawns and fields; edge around walks, flower beds, walls and similar areas; trim and prune shrubs, hedges and trees; prepare and fertilize soil for planting; spray landscaped areas with insecticides and herbicides; hoe weeds and rake lawns; water various ground areas by hand or by operating the sprinkler system; perform minor maintenance on hard surfaced areas such as walks and roadways; operate trucks, power mowers, power edgers, and a variety of attachments and band grounds equipment or tools; service and make minor repairs or adjustments to equipment; may lay out and maintain athletic fields; and may use carpentry tools in simple construction of facilities such as wooden retaining walls.

Classes in the Groundskeeper series are distinguished from those in the nursery technician series and those in specialized farming classes in that the duties do not require frequent use of operational level skills in nursery techniques.

The Groundskeeper series consists of five levels. Groundskeeper is the operational level; Grounds Equipment Operator is the operational level involving specialized skills; Lead Groundskeeper is the working supervisory level; Grounds Supervisor is the first full supervisory level; and Senior Grounds Supervisor is the first managerial level.

CLASS CONCEPTS

Senior Grounds Supervisor

Under direction, incumbents direct and coordinate the work of the Grounds Supervisor and serve as the operational supervisor of the grounds maintenance and gardening programs of a campus.

Incumbents typically assist in formulating the maintenance and upkeep program for the grounds areas; inspect the grounds and determine the needs and priorities for care; plan the overall schedule for new
plantings and continuous upkeep; make recommendations and assist in the selection of grounds equipment, materials and types of landscaping to be used; develop in-service training programs; and keep extensive work records and prepare detailed reports of work done, time spent and materials used.

**Grounds Supervisor**

Under directions incumbents supervise and coordinate the work of the Lead Groundskeepers and are responsible for the day-to-day grounds maintenance and gardening activities carried out on a major portion of a campus.

Incumbents typically make hiring selections among job applicants; insure that new and existing staff receive proper training; make daily work schedules and assignments; review work performed at various stages and upon completion; evaluate the performance of subordinate employees; recommend or initiate personnel actions such as promotions, transfers and disciplinary measures; and maintain various work records and prepare written and oral reports.

**Lead Groundskeeper**

Under general supervision, incumbents serve as working supervisors of one or more Grounds crews.

Incumbents typically transmit and explain work orders to Groundskeepers and other operational level grounds personnel, help workers or supervisor solve work problems, see that assignments are completed satisfactorily, and perform the range of duties outlined in the Series concept. Additionally, incumbents have responsibilities for making or modifying daily work assignments of grounds crewmembers.

**Groundskeeper**

Under supervision, incumbents perform operational level groundskeeping duties as outlined in the Series concept.

**Grounds Equipment Operator**

Under supervision, incumbents operate specialized medium to heavy power grounds and related equipment as a primary assignment on a regular and continuing basis. Examples of such equipment are backhoes, cranes, ditch trenchers, forklifts, skip loaders, street sweepers, and tractors.

**MINIMUM QUALIFICATIONS**

**Senior Grounds Supervisor**

Ability to read, write, and perform basic arithmetic calculations; three years of broad experience in grounds maintenance or gardening, including two years in a supervisory capacity; or an equivalent combination of education and experience.
Grounds Supervisor

Ability to read, write, and perform basic arithmetic calculations; two years of broad experience in grounds maintenance or gardening, including one year in a supervisory capacity; or an equivalent combination of education and experience.

Lead Groundskeeper

Ability to follow written and oral instructions; two years of experience in grounds maintenance or gardening; or an equivalent combination of education and experience.

Groundskeeper

Ability to follow oral and written instructions; one year of experience in grounds maintenance or gardening; or an equivalent combination of education and experience.

Grounds Equipment Operator

Ability to follow oral and written instructions; one year of experience in the operation of medium to heavy power grounds equipment; or an equivalent combination of education and experience.