



Job Specification

Job Title: Groundskeeper III
BCAT Code: 810X AX
Pay Grade: G07

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Non-Exempt

General Description

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

Examples of Duties

- Organizes work assignments of grounds keeper I/II employees; prepares simple reports on work group's performance.
- Issues equipment and supplies to grounds crew employees.
- Inspects campus for needed cleaning/repair. Inspects 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 absence of co-workers; helps with large cleaning tasks.
- Assist with performing duties during inclement weather (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 mower, weed-eater, shears, trimmers, etc.
- Ability to operate a motor vehicle.

Minimum GSU Hiring Standards

High school diploma or GED and two years grounds keeping experience. Valid Georgia Driver's License. Criminal background investigation. 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.