

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Grounds Keeper

Class Code: 80822
Pay Grade: GD

A. Purpose:

Maintains lawns, trees, flowers, shrubs, nurseries, rest areas, greenhouses, athletic fields, streets, and sidewalks by performing a variety of manual tasks and using hand and power tools, landscaping machinery, tractors, and related equipment to ensure state property is properly cared for and maintained.

B. Distinguishing Feature:

The Grounds Keeper is responsible for the general care and maintenance of lawns, nurseries, rest areas, greenhouses, athletic fields, trees, flowers, shrubs, streets, sidewalks, and related equipment. The incumbent may also load, unload, and move furniture, equipment, materials, and supplies.

The Grounds Crew Leader/Specialist functions as a lead worker by giving work direction to permanent and seasonal employees, trustees/inmates, or work study students; and/or functions as the expert in a specific area of grounds maintenance such as tree care or irrigation systems.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Maintains grounds to enhance and properly maintain state property.
 - a. Mows lawns and fields.
 - b. Cuts and lays sod.
 - c. Plants, cultivates, and trims plants, lawns, shrubs, flowers, and trees.
 - d. Operates lawn mowers, power sweepers, tractors, stump cutter, various power and hand tools, and related equipment.
 - e. Patches and grades parking lots, streets, and sidewalks.
 - f. Paints parking lot striping.
 - g. Lines and maintains athletic fields, sets up equipment for special events, and cleans stadium and rest area restrooms.
 - h. Operates heavy equipment such as front end loader, backhoe, motor grader, trencher, bucket truck, and dump truck to carry out duties.
 - i. Builds and maintains landscaping on state property.
 - j. Applies chemicals such as pesticides, fertilizers, and herbicides.
 - k. Repairs and installs sidewalks by removing concrete, leveling sub-grade, and pouring new concrete.
2. Removes ice, snow, and debris from sidewalks, streets, and grounds to make areas accessible to the public and to ensure safe operations.
3. Loads, unloads, and moves furniture, equipment, materials, and supplies to carry out work requests.
 - a. Sets up and takes down furniture and equipment for special events.
 - b. Loads and transports records management boxes and surplus property.

4. Maintains, installs, and repairs sprinkler system and related equipment to ensure watering needs are met.
5. Performs other work as assigned.

D. Reporting Relationships:

Typically does not supervise, but may help train and direct the work of seasonal, trustee/inmate, or student employees.

E. Challenges and Problems:

Challenges include efficiently maintaining state grounds to ensure the safety of the public using the facilities. This involves responding to emergency situations during inclement weather, such as snow storms or wind storms, to ensure facility operations are not hampered.

Problems include repairing obsolete equipment and performing grounds keeping activities without interrupting the daily activities of department or campus personnel.

F. Decision-making Authority:

Decisions include determining the proper tools or equipment needed to complete an assignment, when to mow, and when equipment needs repairing.

Decisions referred include assigning and prioritizing work projects, authorizing purchases, determining experiment procedures, when to apply herbicides or fertilizer, and what transplanting procedures to use.

G. Contact with Others:

Occasional contact with faculty and staff regarding specific instructions for experiments and greenhouse requirements, building maintenance workers regarding large remodeling or special projects, and local businesses when receiving supplies.

H. Working Conditions:

Performs physically strenuous work and frequent bending, stooping, climbing, and heavy lifting. The majority of the work is performed outdoors and the incumbent is subject to falls, cuts, burns, and abrasions from various tools and equipment and strained muscles from heavy lifting. The incumbent has contact with hazardous substances when handling fertilizers, pesticides, and herbicides. May also be required to work on call outside regular hours.

I. Knowledge, Skills, and Abilities:

Knowledge of

- gardening and grounds maintenance practices; and
- greenhouse or nursery operations.

Ability to:

- recognize plant diseases and insect destruction,
- work out-of-doors in all types of weather,
- follow instructions,

- perform heavy lifting and physical labor;
- operate motorized vehicles, hand and power tools, and related equipment;
- obtain a commercial driver's license (CDL) and a pesticide applicator license.