



JOB INFORMATION

<i>Job Code:</i>	179471
<i>Job Title:</i>	Groundskeeper, Entry
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	Trains journeymen and other employees on specific skills and tasks as required.
<i>Job Family:</i>	Building/Groundskeeping
<i>Job Family Group:</i>	Facilities Management and Construction
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Performs a variety of landscape maintenance tasks. Participates in the Landscape and Grounds Pay for Knowledge and Skills Program including on-the-job training. Performs all appropriate levels tasks and demonstrates proficiency as indicated in the Skill-Based Progression, independently or as part of a team, as assigned by the supervisor. May perform higher-level Skill-Based Progression tasks. Trains other groundskeepers and other employees on specific skills and tasks as required.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Less than high school	

Additional Education

Check here if experience may substitute for some of the above education.

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		<1 year	landscaping

Additional Work Experience

Check here if education may substitute for some of the above work experience.

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Basic knowledge of gardening and ground maintenance.
X		Minimal familiarity with common plant species, landscape and cultivation requirements.
X		Familiar with standard safety practices and equipment and other requirements for workplace safety.

Pay for Skills

For use with specific Facilities positions only.

Use PPE (Personal Protective Equipment) Dispose of broken glass
 Remove broken branches (Safety Hazard) Clean drains (Safety Hazard)
 Fill and place sandbags
 Add/check oil
 Check and replace belts
 Check and change edger blades Oil hand tools and non-power tools Change weed-eater string
 Change blower spark plugs Clean tools and equipment Maintain power equipment Wash all hard surfaces Blow off leaves
 Wash outdoor tables
 Wash outdoor trash container lids (covers) Pick up (“police”) litter
 Recycle paper, cans and bottles
 Pick up and dump outdoor trash container bags Pick up and dump “green waste”
 Loosen soil
 Water plant material

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Performs a variety of landscape maintenance tasks. Maintains condition and appearance of campus landscape.				
Uses and maintains power tools and other equipment. May specialize in mowing or spraying.				
Prepares soil for planting by digging and turning.				
Maintains paved areas such as patios, driveways and walkways.				
Lays concrete, asphalt and boulders.				
Trains other groundskeepers and other employees on specific skills and tasks as required.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are

not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.