State College of Florida, Manatee-Sarasota
Job Description

Job Title: Groundskeeper - Chemical Specialist
Reports to: Supervisor
FLSA Status: Non Exempt
Level: 113
Position Class:

Job Summary:
This position manages the handling, storage, and application of fertilizers, herbicides, fungicides, and pesticides in use by Campus Grounds Division. This position also established, maintains, and enhances grounds of College Campus by performing the work of a Groundskeeper, when assigned by supervisor.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. People assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job. Applicants may be asked to demonstrate any or all of the following duties:

1. Applies the chemicals during non-normal working hours to pose minimal exposure to Campus pedestrians.

2. Executes the fertilizer program designed by the Supervisor for grasses and other plants. Troubleshoots chemical deficiencies in plants and trees, then applies proper corrective solution of chemicals.

3. Executes the insect pest control program designed by Supervisor, Grounds Division. Troubleshoots plant damage, then applies proper corrective solution of chemicals for suppression of pests. When dealing with continuous or predictable pests, takes appropriate preventative measures to control plant damage.

4. Executes the weed control program designed by Supervisor, Grounds Division. Identifies and then safely applies the appropriate chemicals for control of undesirable weeds in lawn areas and plant beds.

5. Uses proper equipment such as hand-held spray tank, large volume power sprayers, and granular fertilizer spreaders or applies by hand.

6. Mows lawns, trims, edges, and blows of areas around walks, flower beds, and buildings. Operates gas-powered equipment to accomplish above as well as other units such as
chainsaw and power hedger.

7. Prunes shrubs and trees to shape and improve growth pattern, removes dead or damaged branches and leaves.

8. Plants grass, flowers, trees, and shrubs. Waters lawn and shrubs.

9. Cleans out drainage ditches, culverts, rooftop gutters and downspouts on routine bases and as needed during heavy rains.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  High school diploma or general education degree (GED) and three or more years of related experience.

- **Supervisory Experience:**
  No supervisory skills required.

- **Language Ability:**
  Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

- **Math Ability:**
  Ability to add, subtract, multiply, and divide using whole numbers, common fractions, and decimals. Ability to perform calculations on standard measures of American currency and weight, volume, and distance.

- **Reasoning Ability:**
  Ability to apply common sense understanding to carry out instructions in written, oral, or diagram/chart form. Ability to deal with problems involving several concrete changes in standardized situations.

- **Computer Skills:**
  Ability to use college email and internet software.

- **Certificates and Licenses:**
  Must possess a current Limited Lawn and Ornamental License. Possess or obtain within one year a Commercial Lawn and Ornamental Pest Control License for restricted use pesticides. Valid Florida Driver’s License.

**Responsibility for People and Property:**
This position is responsible for proper handling, storage, and application of many Grounds Division chemicals to minimize the risk of adversely affecting the environment and people on
Campus. This position is also responsible for equipment used in performance of the job.

Responsibility for Communication:
- Internal Contacts:
  This position has routine contact with State College of Florida, Manatee-Sarasota students and staff.
- External Contacts:
  This position routinely coordinates with local and State organizations and vendors on new chemical application rules, methods and products.

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the environment is usually moderate, occasionally loud.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, use manual dexterity, and reach with hands and arms. The employee is frequently required to walk and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit, climb ladders, or balance. The employee must frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, color vision and the ability to adjust focus.

General Performance Standards and Expectations:
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. Mission and Goals: Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. Service Excellence: All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding service excellence to everyone they serve including students, the community, and fellow employees in accordance with Pride in Excellence standards as listed:

   RESPECTFUL
   Act in a courteous manner
   Actively listen to gain full understanding
   Demonstrate awareness of “everything speaks”
   Show empathy and caring

   RESPONSIVE
   Approach people in an inviting and pleasing manner
Take ownership of actions and decisions
Plan, anticipate, and be forward thinking
Answer and return phone calls and emails
Use proper communication etiquette
Banish the phrase “not my job”
Provide assistance to all inquiries and follow through

ACCURATE
Do it right the first time
Be knowledgeable of product and how it interfaces with others
Ask probing questions
Use resources effectively and efficiently

COLLABORATIVE
Participate in teams
Develop team skill sets
Learn available resources to be responsive to your constituents
Develop internal and/or external connections

3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.
**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

<table>
<thead>
<tr>
<th>Title</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparing Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department Budget Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area Vice President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director, Human Resources</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>