Job Title: Groundskeeper/Chemical Specialist
Reports to: Supervisor, Campus Grounds
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. Individuals 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. Customer Service: All State College of Florida, Manatee-Sarasota employees will strive to
   provide outstanding customer service to everyone they serve including students, the
   community, and fellow employees.
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.

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