Job Title: Groundskeeper/Sports
Reports to: Supervisor of Campus Grounds
FLSA Status: Non-exempt
Level: 114
Position Class: C9967

Job Summary:
Establish, maintain, and enhance grounds of College softball and baseball fields by performing the following duties.

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. Reworks and conditions clay surfaces for practice sessions and before and after games.
2. Re-sods damaged areas of ball fields.
3. Applies chemicals to ball fields.
4. Cuts perimeters of batting cage and dugouts. Trims and edges around walks and clay using power string trimmers and edger’s.
5. Cleans grounds and removes litter. Empties trashcans.
6. Cleans out drainage ditches and culverts.
7. Makes repairs to ball field irrigation systems, adjusts spray heads, programs and monitors irrigation controls.
8. Light duty preventive maintenance on equipment (i.e., grease, adjust clean, etc.)
9. Occasionally uses chainsaws and hand tools to prune trees.
10. Is available for overtime work depending on game and practice schedules.
11. Provides support to other Campus grounds activities.

**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 two years’ related experience. Experience with specialized turf equipment and programmable irrigation controls also required.

- **Supervisory Experience:**
  This job has no supervisory responsibilities.

- **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 organizations.

- **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

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

- **Computer Skills:**
  Within three months of hire, must be able to use College e-mail, Internet and other College required software.

- **Certificates and Licenses:**
  Pesticide and fertilizer applications accomplished under license of supervisor, however, ornamental and turf license from State of Florida required within 6 months of hire.

  Valid Florida driver’s license.

**Responsibility for People and Property:**
This position is responsible for sports complex equipment and grounds for a baseball and a softball field.

**Responsibility for Communication:**
- **Internal Contacts:**
  This position has contact with State College of Florida, Manatee-Sarasota athletic staff daily.
• External Contacts:
This position has contact with State College of Florida, Manatee-Sarasota students daily.

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.

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions. The employee is frequently exposed to work near moving mechanical parts and vibration. Occasionally the employee will be exposed to dust and toxic or caustic chemicals.

The noise level in the work environment is usually 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 use manual dexterity, reach with hands and arms, and talk or hear. The employee is frequently required to stand, walk and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit, climb, or balance. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.

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.

<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>Executive Director, Human Resources</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>