JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Landscape & Grounds Specialist

Job Code: 6873

Salary Grade: S06

FLSA Status: Non-Exempt

Job Family: Service/ Crafts/ Trades

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Job Responsibilities

Performs landscape duties involving strenuous physical activity. Tasks are precisely defined and are specified either verbally or in writing.
- Participates in routine grounds maintenance functions.
- Performs varied unskilled work, such as loading and unloading trucks, cleaning work areas, digging ditches, spreading sand, dirt, and asphalt, etc.
- Hand-waters and irrigates turf areas, hedges, and flower and shrub beds.
- Uses power mowing equipment to cut grass.
- Applies pesticides and fertilizers.
- Ensures that the assigned equipment being used is working at all times. Refills fuel and cleans equipment daily.
- Performs minor maintenance on equipment and hand tools. Reports equipment problems or failures.
- Moves and cuts tree limbs with a chain saw or runs through a chipper. Maintains records on tree maintenance activities and equipment usage.
- May plant, mulch, cultivate and weed flowers, shrubs and hedges.
- May use hand-cutting tools to trim grass, edging, curbs, trees and weeds.
- Performs related duties as needed to successfully fulfill the functions of the position.

Minimum Requirements

Education:

Required: None.

Experience:

Required: None.

Required Certifications or Licenses:

- Valid Oklahoma Driver's License in order to drive University vehicles or ability to obtain within 30 days of hire date

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Ability to communicate verbally or in writing
- Basic math skills
- Ability to accurately read and understand written materials and instructions
- Ability to operate lawn equipment

Working Conditions

Physical:
Exposure to physically demanding tasks such as heavy lifting of 100 pounds or more.

Environmental:
Exposure to extreme temperature changes. Ability to work outdoors in all weather conditions including in the heat and cold. Some overtime, including nights, weekends, and holidays may be required. Frequent exposure to chemicals or other hazardous materials. May be designated as an essential position during emergency closures. May be required to remain on campus overnight during weather or other emergencies.

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