JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Landscape & Grounds Specialist Senior

Job Code: 7222

Salary Grade: S07

FLSA Status: Non-Exempt

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

Participates in routine grounds maintenance functions requiring some organizational skills.
- Assists in planning daily gardening activities. Performs routine tasks.
- Responsible for such grounds maintenance tasks as planting, cultivating, fertilizing, mulching, trimming, mowing, seeding, sodding, weeding, and irrigating.
- Operates landscape equipment.
- Observes performance of subordinates to ensure safe and appropriate use of gardening tools and landscape equipment.
- Ensures that trash and debris are removed from grounds and that trash receptacles are emptied.
- Edges turf around flower, shrub, and ground cover beds and along sidewalks.
- Uses portable sprayer to apply herbicides, fungicides, and insecticides to campus.
- Uses established safety practices to protect health and safety of personnel and property.
- Performs related duties as needed to successfully fulfill the functions of the position.

Minimum Requirements

Education:

Required: None.

Experience:

Required: 6 months landscape and grounds experience.

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

- Basic math skills
- Ability to accurately read and understand written materials and instructions
- Uses tools or equipment in a manner requiring competence
- Communicates as required to exchange information and give simple instructions
- Performs simple record-keeping operations
- Knowledge of routine gardening procedures

Working Conditions

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

Environmental:
Exposure to extreme temperature changes. Ability to work outdoors in all weather conditions including in the heat and cold. Frequently exposed to chemicals or other hazardous materials. Some overtime, including nights, weekends, and holidays may be required. 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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