

*Wright State University*  
**BARGAINING UNIT JOB SPECIFICATION**  
*Grounds Maintenance Worker, Lead (GRMWL)*

**I. JOB INFORMATION**

**Job Title: Grounds Maintenance Worker, Lead (GRMWL)**

**Job Class: 75065 FLSA Status: Non-Exempt Bargaining Unit: TM**

**II. JOB SUMMARY**

Under general direction, performs duties associated with the Grounds Maintenance occupation. Provides leadership to other Grounds Maintenance staff.

**III. PRIMARY DUTIES AND RESPONSIBILITIES**

- Gives functional work direction to assigned crew. Incumbents typically transmit and explain work orders to grounds staff, help workers or supervisor solve work problems and see that assignments are completed satisfactorily. Additionally, incumbents have the responsibility for making or modifying daily work assignments of grounds crew members. Keeps records, completes reports and resolves problems as needed.
- Performs general grounds maintenance work and coordinates landscaping, maintains tools and equipment in proper condition, orders supplies, uses tractor or various lawn mowers to cut grass areas. Performs minor repair and adjustment of equipment, plants, transplants, cultivates, waters and irrigates plants and trees. Fertilizes, waters, irrigates and cares for lawns, trims trees, hedges and shrubs. Prepares and treats soil for planting. Oversees that assigned areas are free from pest and plant diseases. Maintains orchards including weeding, irrigation and pesticide application. Operates small and medium sized trucks and various lawn maintenance equipment. Maintains and repairs irrigation and sprinkler systems, collects and disposes of rubbish. Designs and constructs landscape projects and oversees general grounds cleaning.
- Performs and/or directs snow and ice control duties; drives trucks or other equipment with snowplow and salt spreading attachment.
- Applies an/or directs the application of pesticides to ornamental plantings, turf and other areas of campus grounds.
- Performs and/or directs athletic field work including, but not limited to, dragging, layout and painting of athletic fields, and operation and minor repairs to automatic irrigation systems.
- Removes and/or directs the collection, removal and disposal of litter, leaves, etc., from campus grounds, parking lots, roadways, walkways and buildings.

- **Performs and/or directs excavation projects, uncovers utility lines and digs footers.**
- **Performs an/or directs miscellaneous labor; operates two-way radio; cleans garages and storage compound and flags traffic.**
- **Orients and trains new employees or students as directed.**
- **Maintains parking lots and roadways including pavement patching and striping, and sign installation.**
- **Performs concrete installation and repair.**
- **Orders and maintains supplies. Provides customers with material samples and recommendations on material choices to meet customer needs. Determines material costs and purchases materials for project completion.**
- **Coordinates with other workers as needed to complete grounds maintenance work within the overall scope of multi-trade projects.**

*Note: This is not an inclusive list of duties and responsibilities.*

#### **IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES**

A high school diploma or equivalent, five years of full-time experience in grounds maintenance industry, and demonstrated leadership skills are required. Ability to operate motorized grounds maintenance equipment is required and must be demonstrated. Must be able to read, write and comprehend common vocabulary.

#### **V. WORKING CONDITIONS**

Conditions may require walking, stooping, climbing, pushing, pulling, heavy lifting (less than or equal to 65 pounds), high climbing, bending, working in awkward positions handling equipment and materials. There may be frequent exposure to extreme temperatures and/or weather conditions. Exposure to toxic gas, chemicals, high pressure gases, dangerous machinery, fumes and contact with insulation, dust particles and asbestos, and danger of electrical shock may exist. Any combination of overtime, shift work, weekend and holiday work may be required. This position may be designated as essential and/or the employee may be required to provide a means to be contacted during non-duty hours for emergencies.

#### **VI. WSU TESTING/EXAMINATIONS REQUIRED**

A pre-employment physical examination may be required before original appointment. An annual physical exam may be required.

#### **VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED\***

- Must currently have possessed a valid U.S. driver's license for at least one year\*.
- An Ohio Pesticide Public Operator's License in the three categories of Turf, Ornamentals and Industrial Vegetation is required within one-hundred twenty (120) days of employment in this position. The license/certification that pertains to this job must be obtained after initial employment or promotion. In the case of initial employment, failure to obtain said license/certification within the time limits stated shall result in separation from the University. In the case of promotion when the license/certification should have been obtained within one year of entry into the position, the affected employee shall be returned to

their former bargaining unit position and shall displace the bargaining unit employee holding their former position. If the required license/certification should have been obtained more than one year after entry into the position, the affected employee shall be separated from the University.

- A current state or national professional certification from the Green Industry (i.e., Landscaping, Irrigation, Tree Care, Turf, Golf Course Groundskeeping and Nursery Industries) is required within one (1) year of employment in this position. Failure to obtain the required license/certification in that time frame shall result in separation of employment from the University except in cases where the employee was a Wright State University employee immediately prior to accepting the position. The University shall make a good faith effort to place a bargaining unit employee who will be separated under this provision into a vacant bargaining unit position, if one exists.

\*Employees who operate University vehicles, or as a condition of employment, whose jobs require that they operate University vehicles, or that they operate their personal vehicles on University business, are subject to Wright Way Policy #2601, and must consistently meet the requirements of Risk Management for employees who drive under these circumstances.

*This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.*