JOB DESCRIPTION

Senior Groundskeeper/Commercial Driver

**Definition of Class**
This is a non-supervisory position in which the incumbent is responsible for performing more complex grounds maintenance tasks and drives and operates Commercial trucks including refuse trucks and sweeper trucks.

**Examples of Work Performed**
- Plants new landscaped areas; renovates existing areas; cuts lawns; trims and edges around walks, flowerbeds and buildings
- Maintains landscaping beds by weeding, trimming fertilizing, and removing and replacing dead plants.
- Keeps grass out of cracks in paved areas by spraying or weeding.
- Trims and maintains trees; removes dead trees, trims dead limbs, and removes low limbs.
- Performs preventive maintenance on equipment used in performance of duties.
- May provide direction and guidance to staff in the absence of the Grounds Supervisor.
- May prepare time sheets and other required forms in the absence of the Grounds Supervisor.
- May communicate with staff regarding work assignments in the absence of the Grounds Supervisor.
- Follows safety regulations in work place to include the operation and proper use of equipment.
- Maintains UM standards on landscaping beds by weeding; trimming; edging; mulching spraying, fertilizing and using herbicides.
- Trims and edges around walks, flowerbeds and walls using clippers and edging tools.
- Prunes shrubs and hedges using power tools and hand tools to shape and improve growth to meet UM standards
- Rakes, blows, mulches and removes leaves; replaces mulch; cleans drainage ditches and culverts and hauls debris to dumping area.
- Waters lawns and shrubs during dry periods using hose or by activating fixed or portable sprinkler system.
- Sprays lawns, shrubs and trees with fertilizer or insecticides.
- Removes snow, ice and debris from streets and walks as required.
- Monitors and participates in garbage removal from campus grounds, streets and walks.
- Drives and operates Commercial trucks including refuse trucks and sweeper trucks.
- Performs related or similar duties as required or assigned.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.
1. Plants new landscaped areas; renovates existing areas; cuts lawns; trims and edges around walks, flowerbeds and buildings.

2. Maintains landscaping beds and trims and maintains trees.

3. Performs preventative maintenance on equipment.

4. Provides direction and guidance to staff in the absence of the Grounds Supervisor.

5. Drives and operates Commercial trucks including refuse trucks and sweeper trucks.

**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 100 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle or feel objects, tools or controls. The incumbent is frequently required to walk; sit; and reach with hands and arms. The incumbent is occasionally required to stand; talk or hear; climb or balance; and stoop, kneel, crouch or crawl.

**Experience/Educational Requirements:**

- **Education:** Ability to read, write, and understand basic instructions.

AND

- **Experience:** Six (6) months of experience related to the above described duties.

AND

- **Licensure:** Incumbents must possess a current Class “B”/Commercial Driver’s License (CDL).

**Background Check Requirements**

This position requires a background check upon hire.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.