

Class No.:	
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Pay Group:	14

CLASS SPECIFICATION

GROUNDSKEEPER I

NATURE AND SCOPE OF WORK

This is horticultural work in the landscaping and maintenance of the campus grounds. An incumbent in this position is primarily responsible for maintaining and upgrading the grounds using sustainable, environmentally friendly gardening practices wherever possible, to ensure a safe, clean and attractive environment. This position reports to the Manager, Facilities Operations and receives direction from Facilities Supervisors.

ILLUSTRATIVE EXAMPLES OF WORK

- Maintains campus grounds, garden areas and community gardens; ensures cleanliness of roads and paths, including weeding, edging, cleaning, sweeping, raking, hoeing, transplanting, pruning, irrigating, applying pesticides, fertilizing plants and lawns.
- Provides assistance within the department including keeping the workshop and yard tidy, maintaining garden tools and shed areas.
- Assists with the development of grounds maintenance and community garden plans, on both an annual and daily basis.
- Contributes ideas for the overall design and development of University landscaping, including designing and developing display beds and landscape areas, and implementation of sustainable gardening practices including water conservation, use of native species, selection of draught and pest-resistant plants and shrubs, mulching etc.
- Advises the Manager, Facilities Operations of any problem areas and suggests improvements regarding landscape and horticulture.
- Places orders for chemicals and fertilizers with approval from a signing authority; makes recommendations and places orders for small one-time orders for plants, for beautification of grounds.
- Maintains records of daily work for regulatory authorities, including records of pesticide applications, time and material for projects, and general filing.
- Liaises with students, staff, faculty and the community to respond to general inquiries related to campus community gardens and grounds.

- Participates in and organizes grounds-keeping-related campus community events, under the direction of the Manager, Facilities Operations.
- Observes and monitors external crews (District crews and other landscaping related crews) if required, regarding the safety and protection of University property, and may attend related meetings as requested by the Director of Facilities & Campus Planning or Manager, Facilities Operations.
- Performs day-to-day duties of the position which may include annual winterization of irrigation systems, replacing broken sprinkler heads, installing paving stones, cleaning roof and storm drains, removing debris from campus roofs, and maintaining indoor plants in public areas.
- Liaises with horticulture experts in the field; attends annual events, workshops and trade shows as required.
- Participates in training and act in the capacity of a floor warden as part of the University's Emergency Preparedness Plan (Fire, W.H.M.I.S, Earthquake), if required.
- Performs duties related to the qualifications and requirements of the position.

REQUIRED KNOWLEDGE ABILITIES AND SKILLS

- Considerable knowledge of pesticide application and toxicity.
- Considerable knowledge of plant maintenance requirements, i.e. species identification, pruning, transplanting, fertilizing, pest and weed control.
- Working knowledge of principles and practises of landscaping, including environmental and aesthetic/ beautification considerations.
- Working knowledge of turf management and maintenance including seasonal changes and requirements of lawn care, i.e. installation, power raking, fertilizing and weed control.
- Working knowledge of grounds maintenance, i.e. shovelling snow, sweeping sidewalks, leaf blowing, etc.
- Working knowledge of community garden practices.
- Working knowledge of automatic irrigation systems.
- Working knowledge of paving systems.
- Ability to understand and carry out oral and written instructions.
- Ability to establish and maintain effective working relationships with other employees, students and the general public.
- Ability to plan, organize and implement work schedules to effectively meet seasonal requirements.
- Ability to lift heavy (up to 49 lbs) materials within WCB standards.

- Skill in the use, care and limited repair of common garden tools and equipment.
- Skill in the use of common hand and power tools.

REQUIRED TRAINING AND EXPERIENCE

- Completion of a one-year certificate program in Landscape Horticulture.
- Completion of an advanced W.H.M.I.S course.
- One year of work experience in grounds maintenance.

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS

- Valid B.C. pesticide applicator certificate or an acceptable equivalent. (must be maintained)
- Valid Class 5 B.C. Driver's Licence.