

HOWARD UNIVERSITY
Position Description

POSITION:	Groundskeeper	GRADE:	TW
DEPARTMENT:		EEO CODE:	08
REPORTS TO:		FLSA:	NE
FRS NUMBER:		POSITION NO:	

BASIC FUNCTION: Performs grounds maintenance functions such as weeding flowers and planting beds, mowing grass, spreading fertilizer, removing snow and ice and other functions related to gardening.

SUPERVISORY AUTHORITY: None.

NATURE AND SCOPE: Communicates with a variety of employees in the University community and on occasion performs duties with outside contractors and vendors.

PRINCIPAL ACCOUNTABILITIES: Assists in performing tasks for maintaining the grounds and beautification projects throughout the University properties.

Weeds flower and plant beds.

Mows grass.

Spreads fertilizer.

Digs up shrubs.

Prepares hole(s) for planting and transplanting shrubs.

Sows grass seed.

Waters lawns and flowers.

Collects trash and debris from grounds.

Operates light-weight motorized equipment.

Cleans and sharpens tools.

Rakes lawns.

Mulches designated areas.

Performs other related duties as assigned.

CORE COMPETENCIES: Ability to perform outdoor work and follow instructions concerning the safe usage of mix and disposal of fertilizers and other groundskeeping chemicals, materials and supplies.

**CORE
COMPETENCIES (cont)**

Ability to operate groundskeeping and gardening motorized equipment using proper safety procedures.

Competent in both oral and written English.

Ability to establish and maintain effective harmonious working relationship with the staff, faculty, students, University officials and the general public.

**MINIMUM
REQUIREMENTS:**

High School graduate or General Equivalency Diploma (G.E.D).
Appropriate number of years of work related experience. Must possess and maintain a valid Washington, DC metropolitan area driver's license and good driving record.

SIGNATURES REQUIRED:

SIGNED BY: _____
Department Supervisor

DATE: _____

CERTIFIED BY: _____
Office of Human Resource Management

DATE: _____