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<b>Functional Title:</b>	Building and Grounds Specialist	<b>Job Code:</b>	1001-CA435
<b>Classification Series:</b>	Building and Grounds	<b>Band/Zone:</b>	G1
<b>Department:</b>	Physical Facilities	<b>FLSA:</b>	Non exempt
<b>Date:</b>	July 1997		

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**General Function:**

Performs a variety of administrative and groundskeeping tasks related to coordinating the maintenance activities on University grounds.

**Characteristic Duties and Responsibilities – Essential Functions:**

- 1) Assigns tasks to student employees; monitors their activities to assist in the enforcement of rules and regulations, ensure compliance with appropriate standards, and to ensure the smooth flow of operations.
- 2) Monitors the condition of trees and other plants on campus to ensure they are healthy.
- 3) May operate power tools to trim branches from trees due to damage, health, or other reasons.
- 4) Performs a variety of technical tasks including repairing catch basins and storm drains, and installing campus signs.
- 5) May perform a variety of groundskeeping tasks including pruning trees, renovating turf, weeding and mulching, irrigating plants, and snow removal.

**Reporting Relationships:**

Direction Received: Reports to Building and Grounds Supervisor, Senior or Campus Service Quality Manager.

Direction Given: Functional guidance of a group of student employees on an on-going basis.

**Minimum Requirements:**

Requires six months of training beyond high school and four years of related experience, or an equivalent combination of education and experience. May require pesticide operator's license. May require completion of 100, 200, 300 Series.

**Knowledge, Skills, Abilities, and Worker Characteristics:**

Knowledge of groundskeeping operations; mechanical skills; supervisory skills.

**Working Conditions:**

Physical effort usually requires considerable standing, walking, climbing, and operating equipment. Some lifting of materials weighing up to 50 pounds. Periodic assignment given which entail dealing with modestly unpleasant physical situations. There may be considerable noise generated by machine operation and some machinery and chemical usage may present an element of personal risk of injury.