
Functional Title:	Building and Grounds Specialist, Senior	Job Code:	1001-CA510
Classification Series:	Building and Grounds	Band/Zone:	G2
Department:	Physical Facilities	FLSA:	Non exempt
Date:	July 1997		

General Function:

Performs a variety of technical and administrative tasks related to maintaining the health of trees on the University grounds.

Characteristic Duties and Responsibilities – Essential Functions:

- 1) Oversees activities of unit; enforces rules and regulations; ensures the smooth flow of operations; ensures availability of tools, equipment, and materials.
- 2) Supervises staff; assigns tasks; monitors and evaluates staff.
- 3) Monitors and reviews completed tasks; ensures that any necessary changes or corrections are made.
- 4) Monitors the condition of trees on campus; inspects for disease, insect infestation, or hazardous conditions; determines appropriate treatment for damaged trees.
- 5) Uses a variety of power tools to remove dead, diseased, or damaged limbs; removes stumps; applies fertilizers, insecticides, or herbicides.
- 6) Maintains tools and equipment; maintains records of work performed and time/materials used.

Reporting Relationships:

Direction Received: Reports to Quality Manager-Campus Services.

Direction Given: Functional guidance to a group of student employees. Occasional training and instruction of classified staff.

Minimum Requirements:

Requires nine months of training beyond high school in tree care and four years of related experience, or an equivalent combination of education and experience.

Knowledge, Skills, Abilities, and Worker Characteristics:

Knowledge of tree care techniques and procedures; knowledge of power tool operation; knowledge of safety procedures.

Working Conditions:

Physical effort usually requires considerable standing, walking, climbing, and operating equipment. Some lifting of materials weighing up to 70 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.