

JOB DESCRIPTION:	Grounds Worker		
DEPARTMENT:	Facilities & Operations		
REPORT TO:	Grounds Manager		
EEO CLASSIFICATION:	Service Workers	FLSA STATUS:	Non-Exempt
CUPA HR CLASSIFICATION:	819000	DATE APPROVED:	29-JUN-2020
		DATE MODIFIED:	28-MAY-2025

SUMMARY: Under general supervision, performs a variety of routine and general grounds maintenance tasks throughout the University's campus areas.

DUTIES:

1. Maintains exterior landscape of campus including tennis courts, fields, and garden areas; performs routine landscape maintenance including mowing, pruning, trimming trees, hedges, and bushes.
2. Applies chemical substances to control weeds and undesirable plants/insects as well as encouraging/promoting healthy growth of lawns, trees, shrubs, and flowers.
3. Plants new and replacement landscape materials to enhance exterior environment.
4. Performs routine repair and maintenance of equipment; installs, maintains, and replaces automatic and manual watering and irrigation systems.
5. Removes trash from buildings and grounds; sweep and removes ice and snow from campus walkways, applies ice melt when indicated.
6. Prepares campus areas for special student events.
7. Completes all beautification projects in accordance with indicated requests.
8. Required to operate a University vehicle in the day to day operations.
9. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** High School Diploma, GED or equivalent required with experience equivalent to six-month landscape, grounds, or maintenance work. Basic English understanding.
1. **Job Knowledge:** Knowledge of the methods, practices, and techniques used in the operation of all landscape tools, machines, and equipment. Knowledge of safety practices in the operation of electrical and mechanical equipment. Knowledge of the safe and proper handling of a variety of pesticides, fertilizers, and plant treatment products. Knowledge of the practices and techniques of landscape design and maintenance. Skill in performing a variety of general maintenance and landscape activities. Keep all assigned work spaces in safe clean and orderly condition. Skill in working in an environment subject to changing priorities, exposure to all environmental conditions, and performance of work in varying terrains.
2. **Working Conditions/Physical Demands** (With or Without Accommodations): This position is part of a collective bargaining unit upon completion of the 90-day trial period. This is an essential services position. The incumbent is required to respond after hours during emergencies and report to work for regular assigned shift during emergency campus closures. This position will typically work five (5) eight-hour days per week, typically Monday through Friday between the hours of 6:00 am and 5:00 pm, based on staffing requirements of the department. Multiple outside grounds environment. Travel within the community and other WNMU sites. May be required to lift equipment and materials on a constant basis. Must be able to stoop, bend, squat, climb stairs and steps in construction sites. Must be able to visually and auditory assess situations to ensure safety. Must be able to climb ladder and work in restricted workspaces.

Must be able to follow all safety protocols. This position requires mostly work outside during all seasons. Work involves exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. May be required to work additional hours or days depending on circumstances.

3. Other requirements:

- a. Requires a valid driver's license.
- b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)