



NATRONA COUNTY JOB DESCRIPTION

TITLE: Groundskeeper	EMPLOYMENT STATUS: <div style="border: 1px solid black; padding: 2px; display: inline-block;">AT-WILL EMPLOYEE</div> FLSA Non-exempt / Temporary Employee May-August Part-time hours worked -20 hours per week
DEPARTMENT: UW Extension/ Natrona County	
SUPERVISOR: Extension County Coordinator	
Revised: 5/7/19 THIS JOB DESCRIPTION MAY BE CHANGED WITHOUT PRIOR NOTICE.	

SUMMARY:

The Groundskeeper performs work in maintenance and care of the extension grounds and landscapes which includes the small hand in planting, cultivating, and trimming grounds and landscaping.

ESSENTIAL FUNCTIONS:

1. Performs tasks common to the care of grounds and landscapes by seeding, watering, mulching of outside plantings, lawns and turf, as well as inside flowers and cuttings used in transplanting; inspecting plant materials for insects, disease, physical and mechanical damage and identifying replacements; transplanting, pruning, trimming, and cultivating trees, shrubs, ground cover, and flowers; and storing and caring for bulbs and cuttings in the winter season.
2. Performs regular and directed grounds and landscape maintenance by trimming and edging around trees, shrubs, ground cover, flowers, sidewalks and buildings; weeding, thinning and cleaning flower beds and other grounds by hand or utilizing proper tools.
3. Removes unsightly trash and debris from public areas by regularly inspecting grounds, drains, etc., for debris; raking, sweeping and bagging leaves, debris, dirt and trash from streets, sidewalks, parking lots, tunnels, and transporting the trash to designated central collection points on a daily basis.
4. Wearing appropriate safety items such as goggles, gloves, or other appropriate protective clothing.

NONESSENTIAL FUNCTIONS:

1. Communicates with the Public when necessary.
2. Maintain workspace and materials in a professional manner.
3. Identify and refer maintenance needs and repairs to supervisor.

WORKING CONDITIONS:

Office within Natrona County University of Wyoming Agriculture Resource and Learning Center with approximately 9-13 employees and typical office furnishings and equipment; on-site visits to a variety of locations; intermittent busy and loud environment both inside and outside; communication via phone, electronically, and in person; interaction with hundreds of youth, parents, and volunteers; regular interaction with UW Extension peers,



vendors, and other entities; work near animals; work near a variety of Programs; off-site training.

PHYSICAL & MENTAL DEMANDS:

1. Approximately 80% of the time, prolonged walking, standing, kneeling, and stooping.
2. Requires the ability to lift and carry groundskeeping supplies and equipment weighting up to 50 pounds on a frequent basis.
3. Requires a full range of physical motion in order to operate manual groundskeeping equipment.
4. Requires the ability to access facilities and areas which may only be accessible by climbing stairs or by climbing ladders to a height of 20 feet (e.g. tree trimming).
5. Must be able to move throughout assigned areas, as the work is performed primarily outdoors, in extreme heat.
6. Establish priorities based on tasks and projects assigned by Supervisor.
7. Meet deadlines; solve problems independently and/or with others to meet deadlines.