

BU Job Series Matrix

Job Family: Physical Environmental Services	JobSeries: Grounds Maintenance	Job Series Code: W45
<p>Job Series Summary: The Grounds Maintenance Series of job classifications includes positions in which the major responsibility is the maintenance of University grounds. Required duties include planning, organizing and performing maintenance activities and all the attendant physical functions necessary for the upkeep of grounds and vegetation.</p> <p>These duties include the full range of grounds maintenance activities: planting, weeding, cultivating, tilling, fertilizing, mowing, pruning, spraying, raking, and litter pickup. The work involves numerous related activities, such as planning and inventory control of needed supplies; operating various machines; selecting and preserving plants; planning and scheduling available work force; extensive organizing and supervising of groundskeeping work.</p> <p>This series of job classifications has three levels: Groundskeeper, Gardener and Grounds Lead. The levels are differentiated on the basis of increasing horticultural knowledge, knowledge of the materials, and equipment and procedures used in groundskeeping.</p> <p>The duties listed under the Characteristic Duties section are designed to provide a representative sampling of key tasks and/or responsibilities associated with the job. They are not intended to be a complete list of all the duties performed by employees in the classification.</p>		
Job Title: Groundskeeper	Job Title: Gardener	Job Title: Grounds Lead
Job Classification Code: 7920 (hired before 9/1/09) / 7972 (hired after 9/1/09)	Job Classification Code: 7945 (hired before 9/1/09) 7982 (hired after 9/1/09)	Job Classification Code: 7921 (hired before 9/1/09) / 7973 (hired after 9/1/09)
Pay Range: A71 (hired before 9/1/09) A65 (hired after 9/1/09)	Pay Range: A73 (hired before 9/1/09) A73 (hired after 9/1/09)	Pay Range: A75 (hired before 9/1/09) A69 (hired after 9/1/09)
Exemption Classification: Non-exempt	Exemption Classification: Non exempt	Exemption Classification: Non exempt
Effective/Revision Date: 09/01/2024	Effective/Revision Date: 09/01/2019	Effective/Revision Date: 09/01/2024
Job Responsibilities	Job Responsibilities	Job Responsibilities
<ul style="list-style-type: none"> • Under direction, employees in this classification perform a variety of groundskeeping duties. They receive assignments on a day-to-day or duty-by duty basis and are clearly instructed as to what to do, where and how. • These employees practice safety procedures as directed. Standardized groundskeeping duties may be performed without direct supervision. 	<ul style="list-style-type: none"> • Under direction, employees in this classification are responsible for the maintenance and physical appearance of the grounds. They perform the full range of routine maintenance duties, determining when they are necessary and carrying them out independently in most cases. • Gardeners may provide direction to others. 	<ul style="list-style-type: none"> • Employees at this level do not have supervisory authority over other employees and are not expected to exercise independent judgment on final decisions regarding quality or quantity of work produced by such employees, or personnel actions such as hiring, promotion, discharge or disciplinary measures. • Under general supervision, employees in this classification direct routine phases of grounds maintenance and serve as a resource for grounds maintenance. Working under general supervision, they maintain the physical appearance and health condition of the grounds. These employees receive guidance and approval from the Grounds Supervisor in effecting changes in planting arrangements in their area.

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<ul style="list-style-type: none"> • Prepare beds for planting. • Remove leaves and rubbish from grounds. • Spray pesticides as directed. • Weed small areas. <ul style="list-style-type: none"> • Mow, cultivate, prune, plant, and fertilize plants, Water shrubbery, and ground cover, flowering plants and trees, etc. • Operate walking power equipment or other power equipment. • Adhere to safety rules. 	<ul style="list-style-type: none"> • Identify and eradicate common weeds, pests, diseases, or other problems. • May operate a variety of power equipment such as mowers, tractors, cultivators, and sprayers other equipment. • Oversee the work of lower level employees assigned to assist them. • May perform any of the duties described in the Groundskeeper I specification or other duties as assigned. • Adhere to safety rules. 	<ul style="list-style-type: none"> • Assign and explain tasks to workers based on instructions specifications received from supervisor • Inspect work for conformance with specifications. • Train employees to meet quality and quantity standards. • Advise supervisor of work progress. • Promote adherence to safety rules. • Lead a crew of Groundskeepers, Gardeners and Grounds Equipment Operators assigned to them by the Grounds Supervisor. • Assign work on a task-by-task basis when needed. • Recommend improvements in ground maintenance programs. • May perform any of the duties described in the Gardener specification or other duties as assigned.
Minimum Education and Experience Required	Minimum Education and Experience Required	Minimum Education and Experience Required
High school diploma, GED or equivalent required One year experience in groundskeeping or a combination of equivalent education and work experience.	High school diploma, GED or equivalent required Two years' experience in landscaping industry or a combination of equivalent education and work experience.	High school diploma, GED or equivalent required Five years' experience in landscaping industry or combination of equivalent education and experience.
Minimum Qualifications	Minimum Qualifications	Minimum Qualifications

<ul style="list-style-type: none"> • Demonstrated strong communications skills (both verbal and written). Ability to understand and follow job-related instructions given in English, either verbally or in writing. • Basic computer skills(email/Calendaring) and use of smart phone • Basic horticultural knowledge 	<ul style="list-style-type: none"> • In addition to the qualifications required for Groundskeeper, the Gardener classification requires the following demonstrated qualifications • Must be proficient in the full range of groundskeeping skills and in the use of tools and equipment required in the work. Demonstrated strong communications skills (both verbal and written). Ability to understand and follow job-related instructions given in English, either verbally or in writing. • Must have practical knowledge of the growth requirements and characteristics of the plants with which they work and of the symptoms of common weeds, pests and diseases; must know the common remedies for such pests and diseases • Must know and apply safety precautions established by the university • Demonstrated horticultural knowledge 	<ul style="list-style-type: none"> • In addition to the qualifications required for the Gardener, the Grounds Lead classification requires the following demonstrated qualifications: <ul style="list-style-type: none"> • Ability to train others in groundskeeping and equipment operating duties • Demonstrated strong communications skills (both verbal and written). Ability to understand and follow job-related instructions given in English, either verbally or in writing. • Must be able to provide direction to other workers • Must know symptoms of common weeds, pests and diseases; must know the common remedies for such pests and diseases (or where to go to find a solution).
Certificates and Licenses Required	Certificates and Licenses Required	Certificates and Licenses Required
Valid California Non-commercial Class C license Horticultural industry related certification is preferred.	Valid California Non-commercial Class C license Horticultural industry related certification is required.	Valid California Non-commercial Class C license Horticultural industry related certification is required

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Physical Requirements	Physical Requirements	Physical Requirements
<ul style="list-style-type: none"> • Ability to obtain and maintain a California Non-commercial Class C Driver's License. • Frequently stand/walk, twist/bend/stop/squat, grasp forcefully, shovel/rake/sweep, operate hand and/or foot controls and/or lift/carry/push/pull objects that weigh 10-40 pounds and 100 pounds with assistance. • Occasionally perform seated work, kneel/crawl, climb (ladders, scaffolds, or other)reach/work above shoulders, perform work which require light/fine grasping, • Rarely, perform desk based computer 	<ul style="list-style-type: none"> • Ability to obtain and maintain a California Non-commercial Class C Driver's License. • Frequently stand/walk, twist/bend/stop/squat, grasp forcefully, shovel/rake/sweep, operate hand and/or foot controls and/or lift/carry/push/pull objects that weigh 10-40 pounds and 100 pounds with assistance. • Occasionally perform seated work, kneel/crawl, climb (ladders, scaffolds, or other)reach/work above shoulders, perform work which require light/fine grasping, • Rarely, perform desk based computer tasks, use a telephone, write by hand 	<ul style="list-style-type: none"> • Ability to obtain and maintain a California Non-commercial Class C Driver's License. • Frequently stand/walk, twist/bend/stop/squat, grasp forcefully, shovel/rake/sweep, operate hand and/or foot controls and/or lift/carry/push/pull objects that weigh 10-40 pounds and 100 pounds with assistance. • Occasionally perform seated work, kneel/crawl, climb (ladders, scaffolds, or other)reach/work above shoulders, perform work which require light/fine grasping, • Rarely, perform desk based computer tasks, use a telephone, write by hand

tasks, use a telephone, write by hand and/or sort/file paperwork or parts.	and/or sort/file paperwork or parts.	and/or sort/file paperwork or parts.
Working Conditions	Working Conditions	Working Conditions
<ul style="list-style-type: none"> • Required to wear appropriate issued uniform. • Ability to work safely in all types of outside weather conditions • May be required to work overtime, evenings and weekends, including Holidays. • Required to wear appropriate Personal Protective Equipment (PPE). • Maybe exposed to noise greater than 80db TWA <ul style="list-style-type: none"> • May be exposed to allergens, pollens, dust and fertilizers and pesticides 	<ul style="list-style-type: none"> • Required to wear appropriate issued uniform. • Ability to work safely in all types of outside weather conditions • May be required to work overtime, evenings and weekends, including Holidays. • Required to wear appropriate Personal Protective Equipment (PPE). • Maybe exposed to noise greater than 80db TWA <ul style="list-style-type: none"> • May be exposed to allergens, pollens, dust and fertilizers and pesticides 	<ul style="list-style-type: none"> • Required to wear appropriate issued uniform. • Ability to work safely in all types of outside weather conditions • May be required to work overtime, evenings and weekends, including Holidays. • Required to wear appropriate Personal Protective Equipment (PPE). • Maybe exposed to noise greater than 80db TWA <ul style="list-style-type: none"> • May be exposed to allergens, pollens, dust and fertilizers and pesticides
Work Standards	Work Standards	Work Standards
<ul style="list-style-type: none"> • When conducting university business, must comply with the California Vehicle Code and Stanford University driving requirements. • Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations. • Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned. • Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, http://adminguide.stanford.edu/ and the appropriate collective bargaining agreement at 	<ul style="list-style-type: none"> • When conducting university business, must comply with the California Vehicle Code and Stanford University driving requirements. • Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations. • Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned. • Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, http://adminguide.stanford.edu/ and the appropriate collective bargaining agreement at 	<ul style="list-style-type: none"> • When conducting university business, must comply with the California Vehicle Code and Stanford University driving requirements. • Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations. • Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned. • Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, http://adminguide.stanford.edu/ and the appropriate collective bargaining agreement at

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