



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

LANDSCAPING AND GROUNDSKEEPING WORKERS

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Landscaping and Groundskeeping Wrkr-B	O3011B	30	
Landscaping and Groundskeeping Wrkr-O	O3011O	35	
Landscaping and Groundskeeping Wrkr-A	O3011A	45	

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Occupation Description

Landscape or maintain grounds of property using hand or power tools or equipment. Workers typically perform a variety of tasks, which may include any combination of the following: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, sprinkler installation, and installation of mortarless segmental concrete masonry wall units.

Nature of Work

Grounds maintenance workers perform a variety of tasks necessary to achieve a pleasant and functional outdoor environment. They mow lawns, rake leaves, trim hedges and trees; plant flowers; and otherwise ensure that the grounds of the business are orderly and healthy. Landscaping workers create new functional outdoor areas and upgrade existing landscapes, but also may help maintain landscapes. Their duties include planting bushes, trees, sod, and other forms of vegetation, as well as, edging, trimming, fertilizing, watering, and mulching lawns and grounds.

Groundskeepers focus on maintaining existing grounds. In addition to caring for sod, plants, and trees, they rake and mulch leaves, clear snow from walkways and parking lots, and use irrigation methods to adjust water consumption and prevent waste. They also see to the proper upkeep and repair of sidewalks, parking lots, and grounds keeping equipment, fountains, fences, planters, and benches. They may also be required to work with pesticides vegetation mix herbicides, fungicides, or insecticides and apply them through sprays, dusts, or vapors into the soil or onto plants.

Distinguishing Characteristics of Levels

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

Basic

- Employees in this Role perform standardized duties in support of the landscaping, grounds-keeping workers, and in building repair.

Recommended Education and Experience for Full Performance

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High School Diploma or GED and six (6) months of relevant institutional grounds keeping, landscaping and/or general facilities maintenance.

Minimum Qualifications

8TH grade education.

Operational

- Employees in this Role are responsible for tasks necessary to achieve a pleasant and functional outdoor environment.
- Employees rake and mulch leaves; clear snow from walkways and parking lots; repair and maintain sidewalks, parking lots, planters, equipment, and do general building repair

Recommended Education and Experience for Full Performance

High School Diploma or GED and one (1) year of relevant institutional grounds keeping, landscaping and/or general facilities maintenance.

Minimum Qualifications

High School Diploma or GED.

Advanced

- Employees in this Role are responsible for applying chemicals and fungicides to control weeds, kill pests, and prevent diseases.
- Employees may be responsible for designing and developing installation and maintenance plans for buildings, landscapes and proper grounds management.
- Employees provide training and assistance to less experienced workers.

Recommended Education and Experience for Full Performance

High School Diploma or GED and two (2) years of relevant institutional grounds keeping, landscaping and/or general facilities maintenance.

Minimum Qualifications

High School Diploma or GED and one (1) year of relevant institutional grounds keeping, landscaping and/or general facilities maintenance.

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

Knowledge

Mechanical — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

Skills

Operation and Control — Controlling operations of equipment or systems.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

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Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Speaking — Talking to others to convey information effectively.

Statutory Requirements: N/A

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 07/07/2001

Revised: 09/20/2011

**Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.