

Class Specification  
for the Class:

GROUNDSKEEPER I  
BC-02; BU:01

Duties Summary:

Performs a variety of manual work in the cleaning, care and maintenance of landscaped grounds areas such as lawns, hedges and other plantings, and adjacent sidewalk and other paved and unpaved areas; uses hand and power lawn tools, and operates light motorized equipment; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the entry level class in the series.

This class differs from that of Groundskeeper II in that the Groundskeeper I performs a variety of manual work in the cleaning, care and maintenance of landscaped grounds and adjacent areas; whereas the Groundskeeper II, in addition to performing a variety of manual work in groundskeeping as the major work assignment, supervises the work of a crew in performing manual work in the cleaning, care and maintenance of landscaped grounds and adjacent areas.

Examples of Duties:

Uses hand and power lawn tools and cares for and maintains lawns, hedges, trees and shrubbery by raking, weeding, watering, fertilizing, trimming, mowing, and spraying; places ornamental shrubs and flowering plants from pots into the ground; prepares soil, sods lawns, and propagates plants and shrubs from seeds, cuttings and roots; operates light motorized equipment such as power lawn mowers, and power tools such as edgers, trimmers and weeders; collects and disposes of trash, cuttings and other materials; fertilizes and waters areas; may periodically assign work to a few other employees assigned to assist in groundskeeping; may occasionally perform minor maintenance, janitorial or general laboring tasks.

Minimum Qualification Requirements:

Experience and Training: None required.

Selective Certification: Specialized knowledges, skills and abilities may be required to perform the duties of some positions. In such positions, applicants may be restricted to those who possess the pertinent experience and/or training required to perform the duties of the position.

Departments requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Knowledge of: Care and cultivation of shrubs, flowers, trees, and lawns; use and operation of grounds maintenance equipment such as power mowers, edgers and trimmers, as well as hand tools used in grounds maintenance work.

Ability to: Understand and follow oral instructions; use hand and power tools used in grounds maintenance; operate light motorized equipment; care for plants, trees and landscaped areas; perform lifting, carrying and other manual work typical of the class.

Physical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the VP/Director of Human Resources.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is an amendment to the class specifications for the class, GROUNDSKEEPER I, to include the mental/emotional requirement, effective April 16, 2005.

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This is an amendment to the class specification for the class GROUNDSKEEPER I approved on October 14, 1958.

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This class is adopted from the State of Hawaii, relative to the transfer of classification and compensation jurisdiction to the Hawaii Health Systems Corporation, effective July 1, 1998, pursuant to Act 262, Session Laws of Hawaii, 1996.

APPROVED: \_\_\_\_\_  
JANICE WAKATSUKI  
VP/Director of Human Resources