



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Campus Landscape Superintendent
Job Code: 232

Overtime Pay: Ineligible

Primary Responsibility

This is work overseeing groundskeeping services for the University.

Typical Tasks

Works with administrators to develop policies and procedures and plans for groundskeeping activities.

Provides assistance to engineers, architects, and maintenance on groundskeeping matters.

Insures work activities and projects completed are consistent with overall landscape scheme and design.

Prepares reports on services activities.

Supervises assistant grounds superintendents.

Prepares work schedules for groundskeeping employees.

Receives special groundskeeping requests.

Delegates and insures special groundskeeping request are completed thoroughly and in a timely manner.

Assesses and resolves employee relations situations.

Plans and oversees preventative maintenance programs.

Maintains records of pending and completed groundskeeping work orders.

Minimum Qualifications

A high school diploma and eight years of appropriate experience. Appropriate college coursework or vocational or technical training may substitute at an equivalent rate for the required experience.

For questions, please contact
Compensation and Classification in Human Resources at
Comp@mail.UCF.edu
or call (407) 823-2771

UCF Human Resources website:
<http://hr.ucf.edu>



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Grounds Superintendent
Job Code: 061

Overtime Pay: Ineligible

Primary Responsibility

This is work overseeing groundskeeping services.

Typical Tasks

Works with administrators to develop policies and procedures and plans for groundskeeping activities.

Provides assistance to engineers, architects, and maintenance on groundskeeping matters.

Insures work activities and projects completed are consistent with overall landscape scheme and design.

Prepares reports on services activities.

Supervises assistant grounds superintendents.

Prepares work schedules for groundskeeping employees.

Receives special groundskeeping requests.

Delegates and insures special groundskeeping request are completed thoroughly and in a timely manner.

Assesses and resolves employee relations situations.

Plans and oversees preventative maintenance programs.

Maintains records of pending and completed groundskeeping work orders.

Minimum Qualifications

A high school diploma and five years of appropriate experience. Appropriate college coursework or vocational or technical training may substitute at an equivalent rate for the required experience.

For questions, please contact
Compensation and Classification in Human Resources at
Comp@mail.UCF.edu
or call (407) 823-2771

UCF Human Resources website:
<http://hr.ucf.edu>



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Assistant Grounds Superintendent

Job Code: 060

Overtime Pay: Ineligible

Primary Responsibility

This is work assisting in the coordination of groundskeeping services for the University.

Typical Tasks

Supervises groundskeeping supervisors.

Prepares work schedules for groundskeeping employees.

Receives special groundskeeping requests.

Delegates and insures special groundskeeping request are completed thoroughly and in a timely manner.

Assists in assessing and resolving employee relations situations.

Assists is preparing the operating budget.

Plans and oversees preventative maintenance programs.

Maintains records of pending and completed groundskeeping work orders.

Minimum Qualifications

A high school diploma and four years of appropriate experience. Appropriate college coursework or vocational or technical training may substitute at an equivalent rate for the required experience.

For questions, please contact
Compensation and Classification in Human Resources at
Comp@mail.UCF.edu
or call (407) 823-2771

UCF Human Resources website:
<http://hr.ucf.edu>



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Groundskeeping Supervisor
Job Code: 059

Overtime Pay: Eligible

Primary Responsibility

This is work supervising groundskeeping employees.

Typical Tasks

Oversees the work of groundskeeping employees.
Assigns tasks to groundskeeping employees.
Insures tasks are completed thoroughly and in a timely manner.
Receives special groundskeeping requests.
Delegates routine and special groundskeeping projects to groundskeeping employees on a given shift.
Supervises fertilization, irrigation and weed and pest control activities.
Insures the maintenance of tools and equipment.
May oversee soil sampling.
May inspect foliage for disease.
May assist in maintaining plant inventory.

Minimum Qualifications

A high school diploma and three years of appropriate experience. Appropriate college coursework or vocational or technical training may substitute at an equivalent rate for the required experience.

For questions, please contact
Compensation and Classification in Human Resources at
Comp@mail.UCF.edu
or call (407) 823-2771

UCF Human Resources website:
<http://hr.ucf.edu>



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Landscape Technician

Job Code: 270

Overtime Pay: Eligible

Primary Responsibility

Performs specialized landscaping work to ensure optimum aesthetic appearance of the university landscape.

Typical Tasks

Operates hand-powered and large landscaping equipment.

Prunes trees and plants to ensure pleasant botanical appearance and health.

Applies fertilizers and chemicals to remove weeds and other invasive species.

Installs plants to ensure proper and optimum seasonal growth.

Ensures optimum irrigation for botanical health and maintenance.

Minimum Qualifications

A high school diploma and six years of appropriate experience and possession of a Pest Control License, ISA certified Arborist, FNGLA Horticultural Certification or equivalent.

For questions, please contact
Compensation and Classification in Human Resources at
Comp@mail.UCF.edu
or call (407) 823-2771

UCF Human Resources website:
<http://hr.ucf.edu>

University Support Personnel System Class Specifications

TITLE: Senior Pest Control Technician

CLASS CODE: 156

OVERTIME PAY: Eligible

PRIMARY RESPONSIBILITY

Applies restricted use pesticides.

TYPICAL TASKS

Responds to pest control problems.

Determines appropriate pest control treatments and restricted use pesticides.

Documents pest control problems, treatments used, and pesticides applied.

MINIMUM QUALIFICATIONS

Must meet the requirements of Chapters 482 and 487, Florida Statutes and a high school diploma and two years of appropriate experience. Appropriate vocational or technical training may substitute at an equivalent rate for the required experience.



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Senior Groundskeeper
Job Code: 058

Overtime Pay: Eligible

Primary Responsibility

This is work maintaining grounds and coordinating groundskeeping tasks.

Typical Tasks

Rakes, grades, excavates, and prepares grounds.
Removes rubbish, soil, and leaves from grounds.
Waters and prunes or removes plants, trees, and shrubs.
Applies unrestricted pesticides and herbicides.
Operates trimmers, hedgers, mowers, edgers, and sweepers.
Insures equipment is kept in operating order.
Oversees the work of groundskeeping employees.
Participates in grounds maintenance activities.
Inspects assigned areas and initiates corrective action.
Assists in training groundskeeping employees.

Minimum Qualifications

Completion of the ninth grade and two years of appropriate experience.

For questions, please contact
Compensation and Classification in Human Resources at
Comp@mail.UCF.edu
or call (407) 823-2771

UCF Human Resources website:
<http://hr.ucf.edu>



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Groundskeeper
Job Code: 057

Overtime Pay: Eligible

Primary Responsibility

This is work maintaining grounds.

Typical Tasks

Rakes, grades, excavates, and prepares grounds.
Removes rubbish, soil, and leaves from grounds.
Waters and prunes or removes plants, trees, and shrubs.
Applies unrestricted pesticides and herbicides.
Operates trimmers, hedgers, mowers, edgers, and sweepers.
Insures equipment is kept in operating order.

Minimum Qualifications

Completion of the ninth grade.

For questions, please contact
Compensation and Classification in Human Resources at
Comp@mail.UCF.edu
or call (407) 823-2771

UCF Human Resources website:
<http://hr.ucf.edu>



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Laborer
Job Code: 200

Overtime Pay: Eligible

Primary Responsibility

This is work performing unskilled labor tasks or applying unrestricted use pesticides.

Typical Tasks

Spreads sand, gravel, or asphalt to road foundations.
Fills potholes.
Loads and unloads trucks.
Moves furniture and heavy equipment.
Applies unrestricted pesticides and herbicides.
May perform groundskeeping tasks.

Minimum Qualifications

Completion of the ninth grade.

For questions, please contact
Compensation and Classification in Human Resources at
Comp@mail.UCF.edu
or call (407) 823-2771

UCF Human Resources website:
<http://hr.ucf.edu>