

## State Preservation Board

Posting #2020-013

### Groundskeeper III - 3 Positions Available

**Job Type:** Full Time - Monday - Friday, 7am-4pm or 8am-5pm (rotation) Must be available to work weekends when necessary. Schedule may change based on Agency's business needs.

**Posting Dates:** March 29, 2021 - until closed

**Hiring Rate:** \$2,768.13/monthly

#### Organizational Overview:

The State Preservation Board (SPB) was established for the purpose of preserving, maintaining, and restoring the State Capitol and the 1857 General Land Office, which houses the Capitol Visitors Center. Since that time, the operations have expanded to include: maintenance of the Governor's Mansion, operating the Bullock Texas State History Museum and the Texas State Cemetery. The SPB provides educational programs centered on Texas history, government and culture for the benefit of the citizens of Texas and its visitors.

#### Position Summary:

The Groundskeeper position will be based at the Texas State Cemetery or State Capitol and will perform grounds maintenance activities for the Governor's Mansion, Capitol Grounds, Capitol Visitors Center, Bullock Texas State History Museum, Capitol Visitor's Parking Garage and Texas State Cemetery. Groundskeepers are responsible for street landscaping areas, grounds equipment and facilities. Groundskeepers work as part of a team under general supervision of the Housekeeping & Grounds Manager and Grounds Supervisors with limited latitude for the use of initiative and independent judgment. Grounds staff are exposed to inclement, harsh weather conditions due to the nature of job duties. Groundskeepers display sound judgment and maintain a professional, respectful, and service-oriented focus when interacting with employees, visitors, and the public. Some duties require driving state owned vehicles and use of an agency EZGO cart so Groundskeepers must have a valid driver license. References will be required to verify experience and must be able to pass a thorough criminal background check. Perform all other duties as assigned. **\*Work hours are based on the Agency's 360 day- per-year schedule and may include weekends, evenings and holidays, including on short notice.**

**Essential Job Duties:** For purposes of this agency's job descriptions, "essential job duties" are defined as assigned tasks that are critical or fundamental to the position and not marginal. If an individual is qualified to perform the essential job duties, he or she must be able to perform the essential job duties with or without reasonable accommodation.

- Continuously monitors and cleans the Capitol grounds, Texas State Cemetery, Governor's Mansion property, Bullock Museum grounds, Capitol Visitors Center and Visitor's Parking Garage locations including all the hardscape areas by removing and discarding leaves, dirt, rubbish, gum, trash, graffiti, litter and debris.
- Properly trims and prunes tree branches in all assigned areas using chain saws, pole saws, loppers and or pruning shears.
- Performs turf grass mowing, edging, de-weeding, blowing and fertilization.
- Drive agency vehicles and carts to haul supplies, materials and furniture. Will transport guests to gravesites when needed.
- Safely operates and performs maintenance on agency trucks, EZGO carts and other equipment such as lawn mowers, chain saws, blowers and trimmers by performing oil changes, changing parts, lubrication and adjustments as required.
- Assists on maintaining clean fountains, monuments, benches, walks and other historical artifacts.
- Repairs broken and damaged benches, trash cans and grounds equipment.
- Assists in installing, inspecting, repairing and maintaining the irrigation systems.
- Assists in maintaining a clean, well-organized and clutter-free Grounds shop. Replenishes supplies and assists supervisors in ordering stock, equipment and supplies.
- May be required to paint surfaces as assigned.
- May assist in setting up or removing tables, chairs, furniture, barricades, traffic cones or similar objects.
- Perform all tasks pertaining to care and upkeep of flower beds including digging for installations, pruning, de- weeding, mulching, watering and fertilizing.
- Exerts necessary force to dig ditches and holes for sign posts, tree and flower planting.
- Performs mulching of all trees at all locations.
- May oversee or provide input to contract workers as authorized by supervisor.
- Demonstrates initiative, focus and sustained efforts to: improve groundskeeping operations; decrease turnaround times; streamline work processes; work cooperatively with other team members and the public; and make a measurable difference in the cleanliness and general maintenance of the properties.
- Takes necessary precautions to work in a safe manner and use all related personal protective equipment.
- Complies with all applicable safety rules, regulations, and standards, including handling of dangerous chemicals and pesticides.
- Plans work with safety and security front of mind. While working continuously assesses safety conditions to ensure individual and workplace safety and safety of visitors and staff. Promotes visitor safety and building security. Assists

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with building evacuation if necessary.

- Maintains a professional, respectful, and service-oriented focus when interacting with employees, visitors and the public.
- May occasionally work additional hours or for extended periods without a break.
- Performs all duties as assigned in a manner that promotes public confidence in the SPB and its employees.
- May be required to work alone at times and have a reasonable level of initiative and independence.
- Adheres to all agency, and department, policies and procedures.
- Regular attendance is an essential job duty for all SPB positions.
- Performs all other duties as assigned.

**Minimum Qualifications:** The successful candidate will have at least one (1) year work experience in grounds and landscaping; be skilled in the use of groundskeeping hand tools, power tools and equipment; have knowledge of gardening methods and materials; have some experience with sprinkler systems: repairing, maintaining or installing. Must be able to regularly exert physical force necessary to perform manual labor; work in extreme weather conditions and/or inclement weather; bend, kneel, squat, crawl, reach, grasp, climb, lift and safely move up to 50 pounds; demonstrate a reasonable level of initiative when working independently. This position is not sedentary and requires visual acuity, mental focus and includes regular extensive walking. Must be able to understand and follow oral and written instructions and routines in English. Must possess a valid driver's license; have an acceptable driving record; and be capable of safely operating agency vehicles. Must be available to work some weekends and holidays as needed.

**Preferred Qualifications:** The ideal candidate for this position be a high school graduate or equivalent with at least three (3) years of work experience in grounds and landscaping. At least one (1) year experience working with irrigation systems and controllers. The ideal candidate will have experience using and cleaning motorized equipment such as: push and riding mowers, string trimmers, edgers, saws and pressure washers.

**Benefits:**

- Benefits include: medical, dental and vision insurance options; 401(k) and defined benefit pension retirement plans; and generous paid time off.
- Free parking; free individual Bullock Texas State History Museum membership

**To Apply:**

Submit a State of Texas application to the SPB by:

Email: [TSPB.Employment@tspb.texas.gov](mailto:TSPB.Employment@tspb.texas.gov)

Fax: (512) 463-3372

Mail or in person: 201 E. 14th Street, Suite 950, Austin, Texas, 78701

**For an application and additional information:** See: <http://www.tspb.texas.gov/spb/employ/employ.html> or call: (512) 463-5495. **\*\*All resumes must be accompanied by a fully completed state application.\*\***

**State Classification:** Groundskeeper III

**Class Code:** 8033

**Group:** A-08

**VETERANS: Military Occupational Specialty Codes (MOS): Marines: 8000 General Service Marine**

Veterans with other related MOS or additional duties pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Use your military skills to qualify for this position or other jobs. Go to [www.texasskillstowork.com](http://www.texasskillstowork.com) to translate your military work experience and training into civilian job terms, qualifications and skill sets or for additional Military Crosswalk information go to <http://www.hr.sao.state.tx.us/Compensation/JobDescriptions.aspx>.

**EEO Statement:**

The State Preservation Board is an equal opportunity employer and welcomes all qualified applicants without regard to national origin, race, color, religion, age, sex, sexual orientation, disability, genetic information, or Veteran status. In compliance with the Americans with Disabilities Act (ADA), as amended, if you require reasonable accommodation in the interview and selection process, please call the agency's ADA Coordinator at (512) 463-3633.

**Selection Information:**

At the time of hire, selected applicants must show proof of eligibility to work in the U.S. in compliance with the Immigration Reform and Control Act. All males who are age 18 through 25 are required to register with the Selective Service and may be asked to present proof of registration or exemption from registration upon hire.

The State Preservation Board uses E-Verify to confirm the employment eligibility of all newly hired employees. To learn more about E-Verify, including your rights and responsibilities, please visit [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).

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