

DESCRIPTION: Under general supervision, leads an assigned grounds maintenance staff on a continuous basis, and performs grounds maintenance duties including watering, mowing, and trimming grass; seeding; fertilizing; applying pesticides; weeding flower beds; trimming trees and shrubs; and removing snow and ice from sidewalks and parking lots following established methods and procedures; may perform semi-skilled to skilled building and equipment maintenance work as needed; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the first full performance and work leader classification level of the Groundskeeping class series. Positions at this level are assigned lead worker job responsibilities, as well as the full range of grounds maintenance and related work expected of the Groundskeeper class. A significant and on-going portion of work time is committed to training, coordinating, and reporting on the work activities of grounds maintenance and other workers.

Positions in this class are distinguished from lower classified positions of the Facility Maintenance class series by not performing semi-skilled and skilled level work encompassing one or more trades and crafts related occupations. The knowledge and skills required by any of the Facility Maintenance classes involve the construction, repair, and renovation of internal building walls, flooring, ceilings, doorways, building utility, mechanical, power, and communication systems, and other physical infrastructures such as roofing, pavement surfaces, and outside walls.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Receives or initiates work assignments; schedules, assigns, coordinates, and guides the work assignments of other co-workers in accordance with established work flow/assignment requirements, to assist immediate supervisor to the assigned workload.

Reviews and reports on the work performance of co-workers to determine overall conformity to established timetables and quality standards, and to document and communicate employee production levels and training needs.

Trains co-workers, as directed, in specific work practices and procedures of grounds maintenance to improve and maintain their performance levels.

Schedules and/or performs preventative maintenance for equipment and machinery to ensure that necessary inspection, adjustment, and replacement of parts are made prior to malfunctions or safety hazards occurring.

Estimates time, cost, and materials needed to install, replace, repair, or modify equipment to provide agency management with information needed to determine whether work should be done.

Orders supplies, materials, and equipment to maintain adequate stock levels of regularly used items and to obtain unusual or special purpose items.

M82272 – GROUNDSKEEPER LEADER (continued)

Mows, waters, fertilizes, aerates, and weeds lawns, grounds and surrounding areas.

Rakes and removes leaves, grass, and other debris from lawns, grounds, and surrounding areas.

Fertilizes lawns, trees, shrubs and flowers using proper application methods when applying chemicals and fertilizers.

Plants, transplants, cultivates, prunes, irrigates, trims and sprays plants; trims hedges; weeds flowerbeds; prepares and enriches soils, plants, and ground cover.

Removes garbage, debris, and hazardous tree limbs; removes ice, snow and debris from sidewalks, streets and grounds using snow removal equipment.

Installs and maintains underground sprinkling systems including repairing broken sprinkler lines and replacing sprinkler heads, risers, and valves.

Loads, unloads, and moves furniture, equipment, materials, and supplies.

Operates and maintains machinery, equipment, and tools needed to perform work assigned, such as lawn mowers, dump trucks, motorized carts, chain saws, wood chippers, snow removers, powered shears and edgers and sprayers.

Prepares reports and keeps records of time worked, materials used, and equipment repair and maintenance.

Performs unskilled building maintenance involving painting, carpentry, plumbing, electrical trade work; performs minor repairs and adjustments on a variety of machines and equipment.

Performs manual work to assist skilled maintenance technicians in performing a variety of maintenance, repair, rehabilitation, renovation, and construction activities.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: grounds keeping and horticultural practices; safe use of fertilizers, insecticides and herbicides; types and varieties of trees and plants; care of flowers, trees and shrubs; soil preparation, plant diseases and destructive insects; the occupational hazards and safety precautions of grounds maintenance and building and mechanical trades; gardening and grounds maintenance practices; safe use of fertilizers, insecticides and herbicides; the standard practices, tools, equipment, and materials associated with grounds maintenance and building and mechanical trades.

Ability to: schedule, assign, guide and review the work of other co-workers; determine the appropriate grounds maintenance procedures; estimate time, cost, and materials needed to complete work; do heavy physical labor and work outdoors for long periods of time; understand and follow instructions; do heavy physical labor and to work outdoors for long periods of time; use and maintain hand and power tools and equipment needed for grounds and routine building maintenance and repair work.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Experience in lawn mowing, turf maintenance, hedge trimming, snow shoveling, gardening, farming, horticulture, landscaping, or groundskeeping.

SPECIAL NOTES:

Some positions in this class may require possession of specific certifications based on job requirements, e.g., EPA Commercial Applicator Certification for General and Ornamental & Turf.

Some positions in this class may require an employee to possess a valid driver's license or the ability to provide independent authorized transportation, in order to perform work-related travel.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).