

DESCRIPTION: Under general to limited supervision, supervises grounds keeping operations and assigned employees that may include grounds keeping work leader positions. Performs grounds maintenance duties and 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 full performance supervisory level of the Grounds-keeping class series. Positions at this level focus on directing day-to-day grounds keeping activities performed by assigned employees within established work policies and standards, and staffing levels. The supervisory duties must include: (1) providing documentation to support corrective and disciplinary actions, (2) signing employee performance plans and evaluations, (3) addressing informal grievances or formal grievances at the first step, and (4) starting the hiring process, interviewing applicants, and recommending hires, transfers, or promotions.

Positions can be assigned work and require possession of knowledge, skills, abilities, and other attributes expected of lower level classes of the series; but the paramount and preponderant work at this level are the supervisory responsibilities. May perform or supervise, as needed, other maintenance or manual tasks to agency operations.

Positions in this class are distinguished from supervisory positions of the Facility Maintenance class series by not directing 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.)

Assigns and supervises work activities and monitors schedules of assigned employees to achieve of work objectives, priorities, and completion of assignments and to balance workloads and leave schedules.

Trains, guides, and counsels assigned employees to develop their performance capacities and ensure consistent application of policies, procedures, and standards.

Applies employee selection and performance management criteria and procedures to evaluate applicant capabilities and employee performance, to recommend personnel actions, and to record/document assessments made.

Confers with contractors to evaluate contracted work to be done, obtain price quotes, and inspect the work in progress and at completion.

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.

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Estimates time, cost, and materials needed to install, replace, repair, or modify equipment and/or buildings and has input determining whether work should be done.

Orders supplies, materials, and equipment to maintain adequate stock levels of commonly used items and to obtain unusual or special purpose items for specific jobs to be performed.

Oversees and performs grounds maintenance work including watering; mowing and trimming grass; seeding; fertilizing, applying pesticides; planting; weeding flower beds; raking; and trimming trees and shrubs.

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

Performs, assigns, and inspects ice, snow, and debris removal from sidewalks, streets, and grounds using snow removal equipment; determines when to call in employees during on off hours for emergency snow removal.

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.

Performs semi-skilled to skilled building maintenance involving painting, carpentry, plumbing, electrical trade work; performs repairs and adjustments on a variety of machines and equipment.

Completes work orders and administrative work record to ensure proper billing of time and materials and recording of employee hours and material costs.

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

Knowledge of: grounds keeping and horticultural practices; the occupational hazards and safety precautions of grounds maintenance and building and mechanical trades; 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.

Ability to: supervise and evaluate the work of assigned employees; plan, organize, assign, and inspect the work activities of assigned employees; determine the appropriate grounds maintenance procedures; estimate time, cost, and materials required to complete work; do heavy physical labor and to work outdoors for long periods of time; communicate and express ideas; operate hand tools grounds keeping equipment and motorized vehicles.

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 or coursework/training in the maintenance and care of grounds, lawns, plants, trees and shrubbery, and in maintenance and repair of hand and power tools.

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).