

GROUNDS KEEPER SUPERVISOR

S5072

Pay Scale Group 3

J2 Bargaining Unit

7/19/2023

DEFINITION:

This is supervisory work of a skilled nature in directing the care of the grounds of a state institution, facility, or group of public buildings, and involving the intensive care of flowers, shrubs, and trees.

Work involves responsibility for the appearance and general care of grounds, for supervising and participation in the laying out of floral designs, reseeding, and transplanting, and for performance of skilled groundskeeping activities involving landscape planning. Supervision is exercised over a group of groundskeepers and may include overseeing the work of resident helpers engaged in performing routine grounds care tasks. Supervision is received from an administrative supervisor through inspection and special work orders but considerable latitude is permitted in planning and scheduling work and determining work methods and procedures.

EXAMPLES OF WORK:

Lays out, supervises and participates in planting, watering, sodding, spraying and trimming and cleaning work on lawns, gardens, and walks.

Supervises the preparation of soil for seeding.

Determines need for reseeding of lawns and recommends changes in floral design.

Supervises and participates in the transplanting of plants, shrubs, and trees.

Operates mechanized and motorized groundskeeping equipment such as gang mowers, rollers, and roto-tillers.

Directs the removal of dirt, rubbish, snow, leaves, and other refuse; maintains drives, lawns, benches and parking places.

Supervises filling, surfacing, hauling, and fertilizing operations.

Plans and organizes work, assigns work, determines work priority, sets goals, reviews work performance, and evaluates employee work performance.

Interprets contractual and administrative rights and obligations for employees and modifies work environment or processes to conform to changing conditions.

Receives grievances and complaints, conducts initial investigation into causes and conditions, discusses with employee, and resolves or recommends resolution to grievances or complaints.

Prepares employee performance evaluation reports.

Approves leave, schedules personnel, and authorizes or assigns overtime.

Prepares specifications of work and materials.

Prepares reports and keeps records of time, materials, and equipment.

Performs related work as required.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES:

Knowledge of methods of cultivating, pruning, spraying, trimming, and planting of lawns, flowers, trees, and shrubs.

Knowledge of the materials, tools, and equipment used in grounds

maintenance work and landscaping activities.

Knowledge of the principles and practices of supervision.

Knowledge of the potential hazards of toxic chemical pesticides and herbicides, and the safety precautions required to minimize these hazards.

Skill in interpreting pesticide and herbicide label directions and related literature.

Ability to plan, assign and review and supervise the work of employees engaged in varied semi-skilled and unskilled grounds maintenance tasks.

Ability to supervise and make repairs to mechanical equipment used in grounds maintenance.

Ability to prepare reports and to keep records.

Good physical condition.

MINIMUM EXPERIENCE AND TRAINING:

Three years of experience in groundskeeping work involving some lead work responsibility and including duties of a skilled nature in plant care, and graduation from a standard high school;

or

Any equivalent combination of experience and training.