

GROUNDS SUPERVISOR I

DESCRIPTION OF WORK

This is skilled supervisory work in the upkeep of lawns and grounds surrounding state institutions or buildings.

Employees furnish technical guidance and supervision to grounds crews engaged in the construction, modification, and general upkeep of grounds areas. Work assignments involving the standard application of horticultural practices are performed under general supervision. Projects involving technical horticultural knowledge and application are outlined by the grounds superintendent who reviews the project during progress and upon completion for acceptable workmanship and adherence to project plans.

EXAMPLES OF DUTIES PERFORMED

Confers with superiors concerning proposed work assignments; suggests practical ways to schedule work procedures; supervises assigned crews in mowing lawns, constructing sidewalks, parking lots, formal gardens, and in general grounds maintenance activities.

Conducts field surveys for laying out building sites, roads, and walks; plots location for underground utility lines and supervises construction forces in burying such lines.

Supervises equipment operators and grounds personnel in excavating areas, removing trees, and wrecking old buildings.

Supervises the repair of surfaced roads and the removal of trash, leaves, and snow.

Prepares requisitions for supplies, materials, and equipment; confers with nurserymen concerning plant adaptability, accepted usage, and sources of supply.

Coordinates grounds upkeep work with building maintenance personnel so that equipment, labs, and materials can be more efficiently utilized.

Performs related work as required.

RECRUITMENT STANDARDS

Knowledges, Skill, and Abilities

Considerable knowledge of the horticultural practices and techniques applicable to the layout and upkeep of formal gardens and grounds.

Considerable knowledge of ornamental shrubs, plants, and flowers and their uses in landscape work. Ability to adjust and make minor mechanical repairs to equipment such as tractors, mowers, disks, and rakes.

Ability to supervise and maintain effective working relationships with crew and other grounds personnel.

Minimum Education and Experience

High school or General Educational Development diploma and three years of progressive experience in grounds upkeep; or an equivalent combination of education and experience.