

GROUNDS SUPERINTENDENT I

CLASS CONCEPT

This is professional work in planning, initiating, and maintaining a comprehensive grounds or gardens program and/or serving as a Landscape Architect at a medium-sized state institution or university.

Employees contribute to the development of a master grounds plan and direct the activities of the grounds department in carrying out such assignments. Some employees serve as Landscape Architects with the main emphasis being involved in the planning, design, review and construction monitoring or oversight of landscape related projects. Employees that supervise grounds or garden operations duties include the training and supervision of subordinate employees and conferring with commercial nurseries and/or and landscape firms in receiving technical assistance, supplies, equipment, and plant stock. They also have the responsibility for departmental budget preparation and administration, and as directed, serve as an institutional representative or as a member of a committee whose function is related to grounds upkeep. Work is identified and guided by various technical and administrative directives and performed under the general supervision of a Facility Maintenance Director.

EXAMPLES OF DUTIES PERFORMED

Prepares plans, drawings, and pictorial sketches outlining proposed landscaping of formal gardens, lawns, and buildings; prepares plans and specifications for parking lots, walks, and roads; presents such proposals to administrative personnel for their review and approval. Conducts field surveys and determines elevation for laying out building sites, parking areas, and flower gardens. Supervises subordinate grounds upkeep personnel in excavating areas, removing trees, wrecking old buildings, and extending underground utility lines. Supervises the repair of surfaced roads and the removal of trash, leaves, and snow. Prepares requisitions for supplies, materials, and equipment, interviews and employs new grounds personnel. Coordinates grounds upkeep work with building maintenance personnel so that equipment, labor, and materials can be more efficiently utilized. Performs related work as required.

RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities

Considerable knowledge of the horticultural principles and practices applicable to upkeep of grounds, flowers, and shrubs.

Considerable knowledge of ornamental shrubs, plants, and flowers and their uses in landscaping buildings and garden areas.

Ability to plan and direct the work of a grounds maintenance unit.

Ability to establish and maintain effective working relationships with faculty and staff members and other maintenance personnel.

Minimum Training and Experience Requirements

Bachelor's degree in horticulture science, landscape design, or closely related field from an appropriately accredited institution and two years of experience in the development and maintenance of large landscaped areas; or an equivalent combination of education and experience.