

## HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 5115

### GROUNDS SUPERVISOR I

**Abolished Effective February 10, 2006**

#### BASIC FUNCTION

Supervise grounds and/or utility personnel in the development and care of institution grounds, and/or nursery or greenhouse.

#### DISTINGUISHING CHARACTERISTICS

With delegated authority, interview and recommend selection of applicants, conduct training, assign and schedule work, act upon leave requests, conduct annual performance evaluations and recommend disciplinary action. Under general direction, perform shop administration duties in grounds construction, maintenance and repair. This is the first-line grounds supervisor.

#### TYPICAL WORK

Supervise assigned personnel in mowing, fertilizing, irrigating and maintaining lawns, gardens, shrubs, trees, and greenhouse or nursery functions;

Supervise leads and other assigned personnel in snow and ice removal, and in applying ice melter, sand and gravel;

Determine cost and availability of work materials needed by reading plans and blueprints, inspect project progress;

Requisition supplies and equipment for the grounds department;

Assist in the development of the departmental budget;

Enforce safety rules and regulations;

Maintain records on work performed; write reports as required;

Direct maintenance and repair of equipment;

May assign personnel to construct and maintain walks, paths and fences;

May direct the installation and repair of lawn sprinkler systems;

Perform related duties as required.

MINIMUM QUALIFICATIONS

Two years of college training in botany, horticulture, landscape, forestry, or allied field AND two years of experience in grounds maintenance, nursery, parks, or related activity; at least one year of which must have been lead OR equivalent education/experience.

New Class: 2-7-73

Revise Title: 10-12-73

Revise Class: 8-4-89