

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Grounds Crew Leader/Specialist

Class Code: 80823

Pay Grade: GE

A. Purpose:

The Grounds Crew Leader/Specialist directs the work of Grounds Keepers and participates in grounds maintenance including the care of lawns, trees, flowers, shrubs, nurseries, rest areas, greenhouses, athletic fields, and sidewalks; and/or serves as the expert in a specific area of grounds maintenance, such as tree care or irrigation systems to ensure state grounds are properly cared for and maintained.

B. Distinguishing Feature:

The Grounds Crew Leader/Specialist functions as a lead worker by giving work direction to permanent and seasonal employees, trustees/inmates, or work study students; delegating tasks, inspecting work in progress and completed, and training new employees. The Grounds Crew Leader/Specialist may function as the expert in a specific area of grounds maintenance such as irrigation systems or tree and plant care.

The Grounds Supervisor schedules grounds maintenance activities and supervises grounds employees.

The Grounds Keeper is responsible for the general care and maintenance of lawns, nurseries, rest areas, greenhouses, athletic fields, trees, flowers, shrubs, streets, sidewalks, and related equipment.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Assists in planning, assigning, and monitoring grounds maintenance, greenhouse, or nursery operations to ensure an efficient operation.
 - a. Directs the work of permanent employees, trustees/inmates, work study students, and/or seasonal employees.
 - b. Serves as a lead worker by directing and inspecting the work of grounds workers and participating in planned grounds maintenance activities such as mowing, watering, spraying, trimming, planting, cultivating, snow removal, and clean-up operations.
 - c. Supervises loading, unloading, and moving furniture, equipment, materials, and supplies to ensure safe and efficient handling.
 - d. Directs and operates heavy equipment such as front end loader, backhoe, motor grader, trencher, bucket truck, and dump truck to carry out duties.
 - e. Directs the concrete work such as repairing and installing sidewalks by removing concrete, leveling sub-grade, and pouring new concrete.
 - f. Designs and selects the plants to be planted in the flower beds.
2. Trains new personnel in grounds maintenance and/or plant care in order to provide quality employees.
3. Supervises the repair of and/or repairs lawn mowers, power sweepers, tractors, and related grounds equipment to ensure proper maintenance.

4. Designs, installs, maintains, and repairs irrigation systems to ensure proper irrigation of state property.
 - a. Directs irrigation system start-up in spring and shut-down in winter.
 - b. Programs control boxes and monitors weather to maintain proper amount of water on turf.
 - c. Plans for, lays out, and assembles pipes, valves, and controls.
 - d. Repairs or replaces sprinkler heads, clocks, pipes, and valves.
5. Completes specialized tree care to ensure proper maintenance and health.
 - a. Inspects the trees for disease and diagnoses problems.
 - b. Determines appropriate chemicals needed and sprays trees.
 - c. Trims trees to maintain their upkeep.
 - d. Researches and recommends locations to plant trees to ensure proper soil and lighting.
6. Directs employees engaged in maintaining a proper environment for plant life and related experiments to enhance plant growth.
 - a. Ensures the watering of plants, and adjusting temperatures and lighting is completed and done correctly.
 - b. Inspects plants for symptoms of disease and prepares mixtures of fertilizers, potting soil, insecticides, and related chemicals used in plant care.
 - c. Maintains an inventory of fungicides, pesticides, and other hazardous substances.
 - d. Inventories and orders supplies, pesticides, fertilizers, spray equipment, and plant labels.
7. Supervises and participates in landscaping state grounds to ensure proper maintenance and enhance the facility.
8. Performs other work as assigned.

D. Reporting Relationships:

Typically reports to a Grounds Supervisor. Serves as a lead worker over Grounds Keepers, seasonal, trustee/inmate, or student employees.

E. Challenges and Problems:

Challenges include motivating workers engaged in grounds maintenance projects while expediting project assignments. This can be affected by weather conditions or equipment breakdowns that may halt operations and require projects to be rescheduled.

Problems include locating malfunctions underground such as faulty sprinkler systems, repairing or replacing obsolete equipment, and counteracting plant/tree diseases and pests to avoid permanent damage or loss of vegetation.

F. Decision-making Authority:

Decisions include participating in grounds maintenance planning activities and determining the best methods to complete assignments; determining when plants are ready for transplanting and recommending landscaping plans to an immediate supervisor; deciding when trees and shrubs need to be replaced or sprayed for disease; deciding when irrigation system needs maintenance or updating to fit current needs.

Decisions referred include prioritizing work orders, scheduling assignments, ordering supplies, and hiring employees.

G. Contact with Others:

Occasional contact with faculty and staff regarding special requirements needed in a greenhouse environment, and building maintenance personnel during remodeling or special projects.

H. Working Conditions:

Performs physically strenuous work and frequent bending, stooping, climbing, and heavy lifting. The majority of the work is performed outside and the incumbent is subject to falls, cuts, burns, and abrasions from various tools and equipment and sore or strained muscles from heavy lifting. The incumbent has contact with hazardous substances when handling fertilizers, pesticides, and herbicides. May also be required to work on call outside regular hours.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- gardening and grounds maintenance practices;
- greenhouse and nursery operations;
- safe use of fertilizers, insecticides, and herbicides;
- safe disposal of hazardous wastes;
- sprinkler and irrigation systems; and
- types and varieties of trees and plants.

Ability to:

- organize and delegate assignments;
- recognize and diagnose plant diseases;
- identify insect destruction and the necessary corrective actions;
- follow instructions;
- perform heavy lifting and physical labor; and
- operate motorized vehicles, hand and power tools, and related equipment;
- obtain a commercial driver's license (CDL) and a pesticide applicator license.