

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Grounds Supervisor

Class Code: 80831

Pay Grade: GG

A. Purpose:

Supervises grounds maintenance activities by supervising personnel, coordinating and scheduling grounds maintenance projects, estimating costs for new projects, ordering and maintaining supplies and equipment, and inspecting work in progress and completed to ensure state grounds are properly cared for and maintained.

B. Distinguishing Feature:

The Grounds Supervisor supervises Grounds Keepers and Grounds Crew Leaders/Specialists and plans and schedules grounds maintenance activities.

The Grounds Crew Leader/Specialist serves as a lead worker and/or the expert in a specific area of grounds maintenance, such as tree care or irrigation systems.

The Grounds Keeper performs a variety of tasks related to the care and maintenance of grounds, nurseries, greenhouses, and rest areas.

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. Plans, lays out, supervises, and inspects the work of staff involved in grounds maintenance, nursery, or greenhouse operations to ensure efficient operations.
 - a. Directs and plans the layout and care of proposed landscaping projects by estimating costs of materials and designing or writing landscaping specifications.
 - b. Schedules and supervises daily grounds maintenance activities by prioritizing assignments and determining immediate and long-term projects.
 - c. Participates in grounds maintenance activities as needed in a supervisory capacity.
2. Supervises and participates in concrete and pipe laying, trench digging, furniture or equipment moving, snow removal and other grounds maintenance, nursery or greenhouse operations to provide quality grounds maintenance.
3. Supervises subordinate staff to ensure that the objectives of the work unit are met.
 - a. Interviews and selects staff.
 - b. Provides training and work direction.
 - c. Approves leave requests.
 - d. Addresses staff problems and recommends disciplinary action.
 - e. Conducts performance appraisals and completes performance documents.
4. Compiles financial data, cost reports, and cost estimates to provide information for budget preparation.

5. Schedules and directs daily grounds maintenance activities to ensure they are completed in a timely manner.
 - a. Assigns and adjusts work schedules to facilitate department, university, or public needs.
 - b. Requisitions tools, equipment, supplies or materials required to maintain grounds, nurseries, or greenhouses.
 - c. Supervises and operates heavy equipment such as front end loader, backhoe, motor grader, trencher, bucket truck, and dump truck to carry out duties.
6. Performs other work as assigned.

D. Reporting Relationships:

Supervises Grounds Crew Leaders/Specialists, Grounds Keepers, seasonal, trustee/inmate, and student workers.

E. Challenges and Problems:

Challenges include motivating subordinates to work long hours on special projects or during inclement weather to ensure grounds and facility operations are maintained. Because of inconsistencies in the weather, grounds maintenance priorities can change daily.

Problems include predicting grounds maintenance needs and allocating limited staff time in order to complete work orders.

F. Decision-making Authority:

Decisions made by the incumbent include prioritizing work orders, ordering supplies, determining where to locate various plants, hiring employees and handling disciplinary actions, approving leave slips, preparing budget proposals, and scheduling assignments.

Decisions referred are final approval of budget, large expenditures, and personnel actions. May receive directions concerning experimental procedures or setting up special events.

G. Contact with Others:

Frequent contact is made with private vendors or storekeepers for supplies, chemical company representatives to order fertilizer or other chemicals, and local greenhouses and nurseries to secure plants.

H. Working Conditions:

The majority of work is performed outdoors. Tasks are physically strenuous and require heavy lifting. May also be required to work on call outside regular work hours.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- gardening, grounds maintenance, and nursery operations;
- herbicide, pesticide, and fertilizer application;
- irrigation systems; and
- occupational hazards and standard safety precautions.

Ability to:

- supervise;
- keep records and reports;
- design irrigation systems and landscape projects;
- prepare cost estimates;
- operate motorized vehicles; and
- obtain a valid driver's license, commercial driver's license, and pesticide applicator license.