

State of Michigan
Civil Service Commission
Capitol Commons Center, P.O. Box
30002
Lansing, MI 48909

Federal privacy laws and/or state
confidentiality requirements
protect a portion of this
information.

POSITION DESCRIPTION

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

2. Employee's Name (Last, First, M.I.)	8. Department/Agency Technology, Management and Budget
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) State Facilities Administration
4. Civil Service Classification of Position Groundskeeper E9	10. Division Building Operations
5. Working Title of Position (What the agency titles the position) Crew Leader	11. Section Grounds
6. Name and Classification of Direct Supervisor Doug Schafer, Groundskeeper Supervisor 10	12. Unit Capitol Complex / Secondary Complex
7. Name and Classification of Next Higher Level Supervisor Dan Boak, Groundskeeper Supervisor 11	13. Work Location (City and Address)/Hours of Work SOM Warehouse Complex (400 Bldg) / SMEC 3111 W. Saint Joseph St., Lansing, MI 48917 6:00 a.m. to 2:30 p.m. or some variation
14. General Summary of Function/Purpose of Position <p>This position is a crew leader responsible for the maintenance and repair of lawns, plantings, flowers, trees and other landscaping around buildings operated by the Department of Technology, Management & Budget. This includes snow removal, ordering parts and supplies with supervisor approval, cleaning surface drains, maintaining walkways and lawns, etc. Oversees the work of lower level groundskeepers and uses judgement in making decisions relative to the work. The employee will utilize a wide range of power tools and other equipment appropriate to the work. The employee will provide customer service with courtesy, respect and attention to detail, work cooperatively with staff, and assure all staff are customer service oriented, expressing a positive and helpful outcome to projects, as well as daily interaction on related subjects.</p>	

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15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.

List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1

% of Time

20

With supervisor approval assigns work to lower-level Grounds employees

Individual tasks related to the duty.

- Reviews job performance by observing and critiquing work techniques and completed assignments.
- Trains crew in the work involving landscaping and maintenance of grounds.
- With supervisor approval orders supplies with supervisor's approval for all aspects of groundskeeping; e.g., equipment, parts, blades, herbicides, pesticides, salt/ice melt, flowers, bushes, trees, etc.
- Ensures that equipment is maintained and not abused.
- Ensures work assigned by supervisor is completed.
- Maintains records of work, ie: CMMS labor record, material safety data sheets, etc.
- Ensures all staff utilize proper safety equipment.
- Provides reports to supervisor relative to work.

Duty 2

General Summary of Duty 2

% of Time

50

Performs maintenance and landscaping duties

Individual tasks related to the duty.

- Repairs, maintains, programs and installs irrigation systems.
- Operates various motorized grounds equipment, ie: mowers, edgers, tillers, etc.
- Utilizes various hand tools to completes grounds work.
- Cleans, performs minor repairs on and maintains all equipment used in grounds maintenance.
- Trim trees, lawns, bushes, hedges and shrubs using hand tools and motorized equipment.
- Prepares and repairs landscaping beds and lawn areas.
- Prepares flower beds for planting.
- Plants flowers, trees, shrubs, etc. as directed by supervisor.
- Prunes trees and shrubs.
- Cleans walks and parking lots.
- Maintains parking lots - cleaning, cold patching, surface repairs, etc.
- Removes snow from walkways and de-ices as needed.
- Operates various trucks and snow removal/plowing equipment.

Duty 3

General Summary of Duty 3

% of Time

10

Utilizes the computerized maintenance management system (CMMS)

Individual tasks related to the duty. <ul style="list-style-type: none"> • Checks work orders daily utilizing the computerized maintenance management system • Closes out work orders utilizing the computerized maintenance management system • Enters critical work data into the CMMS in an accurate and concise manner. • Coaches and mentors all lower level and peer group trades in CMMS data entry and use. • Enters data into the CMMS for follow-up work orders. 			
<u>Duty 4</u>			
General Summary of Duty 4		% of Time	10
Participates in construction partnering			
Individual tasks related to the duty. <ul style="list-style-type: none"> • Attends meetings for and participates in projects related to grounds work. • Participation includes providing input at the design stage and plan review. • Participates and takes ownership in the total project through construction and commissioning. 			
<u>Duty 5</u>			
General Summary of Duty 5		% of Time	5
Participates in continuous safety training			
Individual tasks related to the duty. <ul style="list-style-type: none"> • Participates in all management required safety training. • Participates and supports all safety-related issues as presented by the supervisor, MIOSHA or DTMB Safety and Health. • Obtains recertification, as needed, for all required safety issues. 			
<u>Duty 6</u>			
General Summary of Duty 6		% of Time	5
Performs related work appropriate to the classification, as assigned			
Individual tasks related to the duty. <ul style="list-style-type: none"> • Provides assistance as needed for moving, special events, etc. • Performs special assignments as necessary or as directed by upper management. • Assists other labor/trades as needed. 			
16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary. Decisions regarding how to best accomplish assignments and the assignment of laborers to specific jobs.			
17. Describe the types of decisions that require your supervisor's review. Disciplinary action.			
18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2. Walking, standing, bending, stooping and kneeling for long periods (50%); sitting, driving, operating noisy equipment (30%); lifting and carrying 50#'s or more (10%); exposure to heat, sun, cold, wind, rain, ice, dirt and other environmental extremes (10%).			
19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)			
<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
	Laborer(s)		

20. My responsibility for the above-listed employees includes the following (check as many as apply):

- | | |
|---|---|
| <input type="checkbox"/> Complete and sign service ratings. | <input checked="" type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input checked="" type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input checked="" type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input checked="" type="checkbox"/> Train employees in the work. |

21. *I certify that the above answers are my own and are accurate and complete.*

Signature

Date

NOTE: Make a copy of this form for your records.

TO BE COMPLETED BY DIRECT SUPERVISOR

22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential duties of this position?

Serves as a crew leader, overseeing the work of other employees.

Provides maintenance and landscaping services at state facilities and grounds areas to provide a safe and attractive outdoor environment for employees and visitors, and to preserve the investment of the State of Michigan, DTMB.

Applies fertilizer and pesticides.

Repairs, maintains, programs and installs irrigation systems.

Provides prompt and efficient customer service.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

25. What is the function of the work area and how does this position fit into that function?

The function of the work unit is to provide a safe, neat and appealing outdoor environment to allow our customers to provide their designated services to the people of the State of Michigan, and to preserve the investment of the State of Michigan, DTMB. This position serves as a crew leader, overseeing the work of other employees, and performs maintenance and landscaping duties.

26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education level typically acquired through completion of high school.

EXPERIENCE:

Two years of experience as a laborer, farmer, gardener, florist helper, groundskeeper, or similar work involving general laborer duties which may include the planting and maintenance of vegetation, landscaping duties, nursery inspections or pesticide applications.

KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of:

- methods of landscaping.
- use and care of motorized equipment and hand/power tools used in grounds maintenance work.
- the occupational hazards and safety precautions applicable to groundskeeping and maintenance work.
- employee policies and procedures.
- the proper use of chemicals, fertilizers and pesticides.
- cultivation, weed control, seeding and planting of trees.
- the installation, removal, maintenance, repair and programming of irrigation systems.

Ability to:

- follow oral instructions and read written instructions.
- lead, instruct and train others in the work, including the operation and proper use of equipment.
- use a computer.
- use hand tools, including electronic equipment, and operate motorized equipment and vehicles such as cars, trucks or vans.
- communicate effectively.
- maintain records.

CERTIFICATES, LICENSES, REGISTRATIONS:

Certification/registration as a pesticide applicator, categories 3A (turfgrass pest management) and 3B (ornamental plants and shade tree pest management), in compliance with the Pesticide Control Act of 1976.

NOTE: *Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.*

27. *I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.*

Supervisor's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.

29. *I certify that the entries on these pages are accurate and complete.*

Appointing Authority's Signature

Date