

1. Position Code
GRONSPV1A07N

**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.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency Technology, Management & Budget
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) State Facilities Administration
4. Civil Service Classification of Position Groundskeeper Supervisor-10	10. Division Building Operations
5. Working Title of Position (What the agency titles the position) Groundskeeper Supervisor	11. Section BASS
6. Name and Classification of Direct Supervisor Dan Boak, Groundskeeper Supervisor-11	12. Unit Grounds
7. Name of Next Higher-Level Supervisor Heath Miller, Facilities Supervisor-14	13. Work Location (City and Address)/Hours of Work State Facilities Administration Complex 3111 W St. Joseph St., Lansing, MI 48821 7:00 a.m. – 3:30 p.m. or variation
14. General Summary of Function/Purpose of Position The employee in this position supervises and directs the overall operation of grounds maintenance and landscaping of facilities and state grounds. The position functions as a second-line supervisor, overseeing and directing the work of subordinate first-line supervision, subordinate groundskeepers, mechanics, laborers, temporary and/or seasonal staff and contractors. It is necessary for this position to possess the skills and abilities necessary to use the State's computerized maintenance management system.	
For Civil Service Use Only	
15. Please describe your <u>assigned</u> duties, percent of time spent performing each duty, and explain what is done to complete each duty.	

Duty 1

General Summary of Duty 1

% of Time

55

Supervise Lawn Maintenance and Repair

Individual tasks related to the duty.

- Coordinate activities by scheduling work assignments, setting priorities and directing the work of subordinate employees.
- Evaluate and verify employee performance through the review of completed work assignments and work techniques.
- Ensure proper labor relations and conditions of employment are maintained.
- Maintain records, prepare reports and compose correspondence relative to the work.
- Requisition and purchase materials and equipment needed by the crew to maintain the grounds.
- Design and draw plans for the landscaping of new and existing buildings, sidewalks, parking lots, etc.
- Prepare quantity and cost estimates on proposed projects and requests funding.
- Provide contract oversight for snow removal and annual fertilization.
- Construct and maintain walks and drives.
- Train crew in the work involved in landscaping and maintenance of grounds.
- Make assignments to crew leaders and supervisors in the development and care of grounds.
- Supervise crew in landscaping, repairing damaged ground areas, and replacing bushes, hedges, shrubs and trees.
- Supervise and direct type of fertilizer required for grounds activities.
- Supervise and approve purchase orders for supplies for all aspects of grounds keeping, including equipment, parts, blades, fertilizer, herbicides, pesticides, flowers, bushes, or trees.
- Supervise the cleaning, repair and service performed on all equipment, including mowers, tractors/trailers, dump trucks, front end loaders, high-lift fork trucks, woodchippers, snowplows, snow blowers, salt spreaders and a variety of hand/power tools, sharpening blades, and chains, balancing blades, oil changes, washing and waxing equipment, greasing, and lubricating, v-belt replacement, etc.
- Supervise seasonal changeover of lawn equipment to snow removal equipment.
- Prepare and submit recommendations for improvements to management on a regular basis.
- Perform related work as appropriate to the class as assigned.

Duty 2

General Summary of Duty 2

% of Time

20

Supervise shrub, tree and architectural landscaped beds, parks and monuments, maintenance and construction and installation.

Individual tasks related to the duty.

Supervise:

- tree trimming.
- the planting and trimming of flowers, bulbs, lawns, trees, bushes, hedges and shrubs, using hand tools or motorized equipment and vehicles.
- the proper installation of mulch, crushed brick chips, stone, edging, and other surface treatments.
- planting of flowers.
- grounds trash clean up at each mowing.
- edging of sidewalks.
- remove, and repair edging around flower beds and shrubs and buildings.
- flowerbed preparation, tilling raking, fertilizing, weeding, weed and pest control.
- landscaping activities.

Duty 3

General Summary of Duty 3

% of Time

10

Parking Lot Maintenance

Individual tasks related to the duty.

- Supervise cold patching, sweeping, placing bumpers, sign installation, fence repair, grading, parking lot striping, and new parking lot construction.
- Coordinate projects with other Building Operations and Cybersecurity and Infrastructure Protection parking staff members as necessary.

Duty 4**General Summary of Duty 4****% of Time****10**

Snow and Ice Removal

Individual tasks related to the duty.

- Supervise snow blowing, snow plowing, shoveling, removal, broom of parking lots, driveways, building entrances, loading docks, roads, and sidewalks.
- Supervise application of ice melting products to parking lots, sidewalks, building entrances, loading docks, and driveways.
- Works jointly with Facilities Supervisors and Building Trades Supervisors to coordinate snow removal efforts in and around buildings including docks, parking ramp entryways, etc.
- Determine the need and quantity of road salt for parking lots and sidewalks as well as ice melt for heated sidewalks and coordinate the procurement of these products.
- Manage snow-season on-call volunteer program.
- Inspects in-house and contracted-out work projects for conformance with job specifications and standards.

Duty 5**General Summary of Duty 5****% of Time****5**

Perform Other Duties as Assigned

Individual tasks related to the duty:

- Moving tables, chairs, flowerpot urns, and cement trash receptacles.
- Setting up for special events, special projects, moving picnic tables, trash cans, etc.
- Repair to grounds after construction activities, i.e. spreading of topsoil and hydro-seeding.
- Trenching.
- Maintain roads accessing state equipment.
- Spring clean-up.
- Assemble benches and trash cans.
- Identify and stake location of underground irrigation lines and sprinklers.

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.

Independent judgment and personal initiative based on prior experience and knowledge of management's viewpoint to determine the development of services provided or needed by building tenants.

17. Describe the types of decisions that require your supervisor's review.

- Setting divisional policy.
- If expenditures exceed authorized limits.
- 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?

Job requires:

- knowledge of the use, maintenance, and repair of ground and grounds equipment.
- the employee can eradicate and prevent the development of plant diseases and harmful insects using chemicals and sprayers.
- the ability to stand and walk and sit and operate equipment for long periods. the ability to supervise work under extreme hot or cold, wet, freezing weather conditions with excessive dirt, dust, snow, sleet, and rain.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
	Groundskeeper-9		Groundskeeper 7/8

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

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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?

To supervise the maintenance and landscaping of facilities and state grounds. The employee oversees and directs the work of the unit. The position requires considerable knowledge in what is required for caring for lawns, trees, shrubs, flower beds, and architectural designed beds including knowledge in snow and ice removal activities. This person must also be computer literate and able to effectively use the computerized maintenance management system, the work order program. This position must possess the ability to design detailed plans for the landscaping of new buildings and development of existing grounds, make quantity and cost estimates on proposed landscape projects and maintain favorable public relations.

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

Backfill

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

To provide for total grounds maintenance of state owned and operated facilities in the Lansing area. This is a key position in Building Operations to ensure that not only are the grounds neat and appealing to the employees and citizens of the State but also to ensure that the grounds are maintained sufficiently for a safe working environment for employees and guests of the State of Michigan.

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

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

- Four 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, including two years equivalent to a Groundskeeper E8 or one year equivalent to a Groundskeeper 9.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of:
 - cultivation, weed control, seeding, and planting of trees, seed orchards, and nursing beds.
 - the principles and practices of landscape design.
 - soil conditions for the propagation of lawns, shrubs, trees, and flowers.
 - training and supervisory techniques and employee policies and procedures.
 - equal employment opportunity policies and procedures.
 - labor relations and applicable union contracts.
- Ability to:
 - instruct, evaluate, and supervise employees.
 - monitor and evaluate performance to assess efficiency and effectiveness.
 - make material, time, and cost estimates on proposed landscape projects.
 - evaluate bids and contracts.
 - communicate effectively.

CERTIFICATES, LICENSES, REGISTRATIONS:

Certification or registration as a pesticide applicator in compliance with the Pesticide Control Act of 1976 is highly desirable

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.

N/A

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

Appointing Authority's Signature

Date