

GROUNDS AND ROAD MAINTENANCE SUPERVISOR

KIND OF WORK

Supervisory work in the management and care of grounds and roads at a large state building complex.

NATURE AND PURPOSE

An employee in this class is responsible for the appearance, repair and general care of grounds, roads, parking lots and sidewalks at a large state building complex. Responsibilities include developing plans for road construction and repair projects as well as major landscaping plans utilizing professional landscape planning techniques. This employee supervises semi-skilled employees involved in the care of the grounds and roads of the complex.

Administrative supervision is of a non-technical nature affording the employee wide latitude for independent action in carrying out the specifics of his assignment. Plans for large-scale projects are reviewed by technical advisors. Work may be inspected in progress and completed work is reviewed in terms of results achieved.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Plans and supervises the planting, watering, sodding, spraying, trimming and clearing work done on lawns and gardens in a large state building complex.

Plans and supervises the maintenance and repair of roads, parking lots and sidewalks within a state building complex.

Directs the removal of dirt, snow, leaves and rubbish from roads and grounds.

Prepares plans, sketches and specifications covering both major and minor construction work involving improvements and grounds.

Establishes tree and shrub nurseries and supervises greenhouse operations, where applicable.

Supervises the transplanting of plants, shrubs and trees.

Determines need for reseeding of laws and recommends changes in floral design.

Supervises filling, surfacing, hauling and fertilizing operations.

Directs transportation services within the complex such as food deliveries, garbage and trash removal and disposal and resident transportation.

May direct the maintenance of all rolling stock of an institution.

Makes reports and keeps records of time, materials and equipment and prepares requisitions.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of modern landscape planning principles.

Thorough knowledge of groundskeeping and horticultural practices as applied to landscaping of areas surrounding a group of public buildings as well as establishing buffer zones for short and long term needs.

Thorough knowledge of the care of flowers, trees and shrubs common to building grounds work; methods of cultivating, pruning, spraying, trimming and sodding; materials and tools used in such work and of ordinary plant diseases and pest control.

Considerable knowledge of methods of minor repair to roads, parking lots and sidewalks and ability to prepare plans for major resurfacing and repair to be conducted by an outside contractor.

Knowledge of and ability to direct repairs to machinery and equipment.

Ability to:

Ability to prepare sketches, make estimates of work and materials, maintain working schedules and inspect materials and work progress to determine conformity to plans and specifications.

Ability to supervise the work of other employees on varied projects.

Ability to keep accounts and records pertaining to the work.

Est.: 12/16/70

Ckd.: 11/92

T.C.:

Former Title(s):