

GROUNDS AND ROADS MAINTENANCE COORDINATOR

KIND OF WORK

Coordinates the maintenance 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. This employee provides leadwork for semi-skilled employees involved in the care of 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.

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

Plans and ensures 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 directs greenhouse operations, where applicable.

Directs the transplanting of plants, shrubs and trees.

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 scrubs 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 repair to be conducted by an outside contractor.

Knowledge of and ability to direct repairs to machinery and equipment, maintain working schedules and inspect materials and working progress.

Ability to:

Ability to direct the work of other employees on various projects.

Ability to keep accounts and records pertaining to the work.

Est.: 7/81T.C.:

Rev.:

Ckd.: 11/91

Former Title(s):