

## **CAPITOL GROUNDS MANAGER (GSD)**

**Nature of Work:** Under general supervision, performs managerial work in overseeing the landscaping and groundskeeping maintenance activities in the General Services Division of the Department of Administration. Responsible for planning and managing a grounds maintenance program. Designs and manages a beautification program and develops and manages maintenance plans. The work is performed in accordance with the technical principles of horticulture, landscaping, and grounds maintenance. Exercises considerable judgment within the scope of assignments. Performs related work as required.

### **Examples of Work Performed**

- Plans, organizes, directs and evaluates grounds maintenance activities including mowing and trimming grass; seeding; fertilizing, applying pesticides; watering; planting and weeding flower beds; raking; trimming trees and shrubs; ice, snow and debris removal.
- Develops and drafts long-range beautification and grounds maintenance plans; designs plant material for beautification projects; develop cost estimates.
- Oversees the daily work of the section; supervises, assigns, inspects, and evaluates the work of grounds staff.
- Evaluates the condition of the grounds and determines appropriate methods to improve the condition; determines the need for fertilization, weed control or other means necessary to maintain healthy plant growth; follows all environmental and safety procedures in using fertilizers, weed killers and other hazardous chemicals.
- Develops long-range section goals to include budget, staff and equipment needs; assesses staff training needs and develops competencies and skills through formal and on-the-job training programs.
- Ensures staff operate and maintain all tools and equipment assigned in a secure, safe, clean and orderly manner.
- Performs personnel related work to include determining staffing levels, developing position descriptions, interviewing and selecting staff, performance evaluation and discipline.
- Meets with agencies and groups to coordinate grounds maintenance during special events.
- Maintains knowledge of current trends and developments in the field by reading appropriate books, journals and other literature and attending related seminars and conferences.

### **Required Knowledge, Skills and Abilities**

- Knowledge of the principles, practices and techniques of horticultural and grounds maintenance.
- Knowledge of the occupational hazards and safety precautions of grounds maintenance.
- Knowledge of various types of plants, trees, shrubs, and other vegetation and the maintenance requirements for trees, shrubs, plants and grasses.
- Knowledge of the equipment used in the grounds maintenance.
- Knowledge of federal and state environmental regulations.

**CAPITOL GROUNDS MANAGER (GSD) (CONT'D)**

**Required Knowledge, Skills and Abilities (cont'd)**

- Ability to plan, organize and coordinate the work of maintenance staff.
- Ability to develop beautification and project plans, budgets and costs estimates.
- Ability to communicate effectively, orally and in writing.
- Ability to establish and maintain effective working relationships with subordinates, agency officials, and the general public.

**Minimum Qualifications**

- Training:** Bachelor's degree from a regionally accredited four-year college or university with a major in horticulture, agronomy, plant pathology or related field.
- Substitution:** Experience as described below may substitute for the training requirement on a year-for-year basis.
- Experience:** Three years of full-time or equivalent part-time paid experience in landscaping, nursery, or grounds maintenance, one year of which must have been in a supervisory capacity.
- Special Requirement:** May require an employee to possess a pesticide applicator's certification if applying pesticides regulated by law.

Established: 9/15/05

Effective: 11/1/05