

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**GROUNDSKEEPER SUPERVISOR**

**JOB DESCRIPTION**

Employees in this job supervise the maintenance and landscaping of facilities, state grounds, and highway roadsides. The employees oversee and direct the work of Laborers and subordinate Groundskeepers.

There are two classifications in this job.

**Position Code Title – Groundskeeper Supervisor-1**

Groundskeeper Supervisor 10

The employee serves as a first-level supervisor planning and coordinating the work of a crew of Laborers working in many different facets of grounds care such as; care of lawns, shrubs, and trees; clearing of roads; rubbish removal; operation of greenhouse; insect control; and repair of roads.

**Position Code Title – Groundskeeper Supervisor-2**

Groundskeeper Supervisor 11

The employee serves as a second-line supervisor with responsibility for developing the plans and designs for landscaping extensive and elaborate grounds and facilities. The employee supervises a crew(s) of Groundskeepers and Laborers in the implementation and maintenance of the proposed plans.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

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Maintains records, prepares reports, and composes correspondence relative to the work.

Requisitions and purchases materials and equipment needed by the crew to maintain the grounds.

Constructs and maintains walks and drives.

Performs related work as assigned.

### **Additional Job Duties**

#### **Groundskeeper Supervisor 11**

Designs and draws detailed plans for the landscaping of new buildings and development of existing grounds, including relocation of drives, parking areas, and plantings to improve utility and beauty.

Prepares topographical maps of the facility's grounds.

Prepares quantity and cost estimates on proposed landscape projects.

Makes assignments to crew leaders and supervisors or working parties in the development and care of extensive and elaborate grounds.

Directs the use and maintenance of grounds and greenhouse equipment.

Schedules and supervises the planting and harvesting of the facility's truck garden.

### **JOB QUALIFICATIONS**

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

**NOTE:** Considerable knowledge is required at the 10 level and thorough knowledge is required at the 11 level.

Knowledge of the methods of caring for lawns, trees, shrubs, and flowers.

Knowledge of modern principles and practices of landscape design.

Knowledge of soil conditions for the propagation of lawns, shrubs, trees, and flowers.

Knowledge of training and supervisory techniques and employee policies and procedures.

Knowledge of equal employment opportunity policies and procedures.

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Knowledge of labor relations and applicable union contracts.

Ability to supervise a crew of workers in ground and facility maintenance activities.

Ability to monitor and evaluate program and organizational performance in order to assess efficiency and effectiveness.

Ability to design detailed plans for the landscaping of new buildings and development of existing grounds, including relocation of drives, parking areas, and plantings to improve utility and beauty.

Ability to sketch topographical maps of the facility's grounds.

Ability to conduct training and informational sessions for a crew of workers.

Ability to make quantity and cost estimates on proposed landscape projects.

Ability to communicate effectively with others, both verbally and in writing.

Ability to maintain favorable public relations.

### **Working Conditions**

Job requires knowledge of the use, maintenance, and repair of grounds and greenhouse equipment.

Job requires that the employee is able to eradicate and prevent the development of plant diseases and harmful insects using chemicals and sprayers.

### **Physical Requirements**

None.

### **Education**

Educational level typically acquired through completion of high school.

### **Experience**

#### **Groundskeeper Supervisor 10**

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.

#### **Groundskeeper Supervisor 11**

Five years of experience as a laborer, farmer, gardener, florist helper, groundskeeper, or similar work involving general laborer duties which may include the planting and

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maintenance of vegetation, landscaping duties, nursery inspections, or pesticide applications equivalent to a Groundskeeper, including one year equivalent to a Groundskeeper 10.

**Special Requirements, Licenses, and Certifications**

None.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**

GROUNDSPV

**Job Code Description**

Groundskeeper Supervisor

**Position Title**

Groundskeeper Supervisor-1

Groundskeeper Supervisor-2

**Position Code**

GRONSPV1

GRONSPV2

**Pay Schedule**

NERE-064

NERE-067

ECP Group 3  
Revised 2/9/07  
TeamLeaders