

**MICHIGAN CIVIL SERVICE COMMISSION**  
**JOB SPECIFICATION**  
**GROUNDSKEEPER SUPERVISOR**

**JOB DESCRIPTION**

Employees in this job supervise the maintenance and landscaping of grounds at state facilities.

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

Groundskeeper Supervisor 10

The employee serves as a first-line supervisor coordinating and directing the work of Groundskeepers and others.

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

Groundskeeper Supervisor 11

The employee serves as a second-line supervisor coordinating and directing the work of Groundskeepers and others.

**JOB DUTIES**

**NOTE:** Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

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.

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

Requisitions and purchases materials and equipment.

Solicits and evaluates contractor bids for services.

Performs any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work and other tasks as assigned.

**Additional Job Duties**

Groundskeeper Supervisor 11

Prepares quantity and cost estimates on proposed landscape projects.

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

Directs the use and maintenance of grounds and greenhouse equipment.

Schedules and supervises planting and harvesting activities.

## **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 cultivation, weed control, seeding, and planting of trees, seed orchards, and nursing beds.

Knowledge of the 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.

Knowledge of labor relations and applicable union contracts.

Ability to instruct, evaluate, and supervise employees.

Ability to monitor and evaluate performance to assess efficiency and effectiveness.

Ability to make material, time, and cost estimates on proposed landscape projects.

Ability to evaluate bids and contracts.

Ability to communicate effectively.

### **Working Conditions**

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

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

Job requires the ability to work outside in all weather conditions, with excessive dust or dirt.

### **Physical Requirements**

The job duties require an employee to bend, reach, stoop, stand and/or walk for extended periods.

### **Education**

Education 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 or one year equivalent to a Groundskeeper 9.

#### **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 maintenance of vegetation, landscaping duties, nursery inspections, or pesticide applications equivalent to a Groundskeeper, including two years equivalent to a Groundskeeper 9 or one year equivalent to a Groundskeeper Supervisor 10.

**NOTE:** Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

**Special Requirements, Licenses, and Certifications**

See individual position descriptions.

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

<b><u>Job Code</u></b>	<b><u>Job Code Description</u></b>	
GROUNDSPV	GRONSPV1	
	GRONSPV2	
<b><u>Position Title</u></b>	<b><u>Position Code</u></b>	<b><u>Pay Schedule</u></b>
Groundskeeper Supervisor-1	GRONSPV1	NERE-064
Groundskeeper Supervisor-2	GRONSPV2	NERE-067