

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

**JOB DESCRIPTION**

Employees in this job oversee and perform maintenance and landscaping duties at state facilities and ground areas.

There is one classification in this job.

**Position Code Title - Groundskeeper**

Groundskeeper E8

This is the experienced level. The work requires considerable working knowledge of motorized equipment and hand/power tools in order to perform grounds work activities. The employee oversees the work of Laborers, Equipment Operators, seasonal employees, and/or prisoners, and uses judgment in making decisions related to the work.

**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.

Assigns work to Laborers, seasonal employees, and/or prisoners; reviews job performance by observing and critiquing work techniques and completed assignments.

Trains crew in the work involving landscaping and maintenance of grounds.

Cleans, repairs, and services all equipment used in grounds maintenance such as mowers, tractor/trailers, dump trucks, front-end loaders, high-lift fork trucks, wood chippers, snow plows, salt spreaders, and a variety of hand/power tools.

Plants and trims lawns, trees, bushes, hedges, and shrubs using hand tools or motorized vehicles.

Landscapes new ground areas, repairs damaged ground areas, replaces bushes, hedges, shrubs, and trees.

Cares for and maintains seed orchards. Produces and cares for nursery stock; fertilizes soil when needed for plant growth; plants flowerbeds.

Applies herbicide and pesticide chemicals to grounds, trees, bushes, shrubs, and lawns in order to control plant diseases and insects.

Removes snow from sidewalks and parking lots, and spreads salt on sidewalks and parking lots during icy conditions.

Orders supplies for all aspects of groundskeeping; e.g., equipment parts, blades, herbicides, pesticides, flowers, bushes, or trees.

Drives vehicles such as a car, truck, or van to pick up other workers, supplies and materials.

Performs related work as assigned.

**JOB QUALIFICATIONS**

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

Considerable knowledge of methods of landscaping.

Considerable knowledge of use and care of motorized equipment and hand/power tools used in grounds maintenance work.

Considerable knowledge of the occupational hazards and safety precautions applicable to groundskeeping and maintenance work.

Considerable knowledge of employee policies and procedures.

Considerable knowledge of the proper use of chemicals, fertilizers, and pesticides.

Considerable knowledge of cultivation, weed control, seeding, and planting of trees, seed orchards, and nursing beds.

Ability to lead, instruct, and train others in the work, including the operation and proper use of equipment.

Ability to use a computer.

Ability to follow oral instructions and read written instructions.

Ability to use hand tools, including electronic equipment, and operate motorized equipment and vehicles such as cars, trucks or vans.

Ability to communicate effectively.

Ability to maintain records.

## **Working Conditions**

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 E8**

Two 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.

## **Special Requirements, Licenses, and Certifications**

The Department of Corrections may screen out applicants who have been convicted of a felony in accordance with Public Act 191 of 2017. Applicants who have been convicted of a misdemeanor or felony are ineligible for employment with the Department of Corrections until satisfactory completion of any sentence imposed, including parole or probation.

Some positions within this class series are assigned job duties that may require possession of the Commercial Driver's License (CDL) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle.

Some positions in this class series may also be assigned duties that require the application of pesticides that may require certification or registration as a pesticide applicator in compliance with the Pesticide Control Act of 1976.

**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**

GROUNDKPR

**Job Code Description**

GRUNDSKEEPER

**Position Title**

Groundskeeper

**Position Code**

GROUNKPR

**Pay Schedule**

A31-015

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01/27/2019