

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

**JOB DESCRIPTION**

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

**Position Code Title - Groundskeeper-E**

Groundskeeper 6

This is the entry level. The employee performs a range of groundskeeper assignments while learning the methods of the work.

Groundskeeper 7

This is the intermediate level. The employee performs an expanding range of groundskeeper assignments in a developing capacity.

Groundskeeper E8

This is the experienced level. The employee performs a full range of groundskeeper assignments and uses independent judgment to make decisions in specific work situations.

**Position Code Title - Groundskeeper-A**

Groundskeeper 9

This is the advanced level. The employee functions as a crew leader overseeing the work of lower-level Groundskeepers, prisoners, or others, and performing experienced-level groundskeeper assignments.

**NOTE:** Employees can progress to the experienced level based on satisfactory performance and possessing required experience.

**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.

Uses, cleans and maintains hand tools and motorized equipment such as mowers, tractors, trailers, dump trucks, front-end loaders, high-lift fork trucks, woodchippers, snowplows, snowblowers, and broadcast spreaders.

Performs all facets of lawn care, tree care, and landscaping. Cuts and edges grass. Reseeds or repairs areas of dead grass. Plants and prunes trees, shrubbery, and flowerbeds. Removes weeds from flowerbeds. Designs or develops new landscaped areas.

Produces and maintains seed orchards and nursery stock.

Applies fertilizer, herbicides, and pesticides to grounds, trees, shrubbery, lawns, and flora.

Removes snow and ice. Spreads salt on sidewalks and parking lots.

Orders groundskeeping supplies, equipment, and nursery stock.

Drives vehicles to transport workers, supplies, and materials.

Performs related work and other tasks as assigned.

## **Additional Job Duties**

### **Groundskeeper 9 (Crew Leader)**

Assigns work to crew members.

Instructs and trains in proper work methods and processes.

Prepares and maintains records related to the work.

## **JOB QUALIFICATIONS**

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

**NOTE:** Developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the standard practices, materials, tools, and equipment used in the work.

Knowledge of occupational hazards and safety precautions applicable to the work.

Knowledge of the proper use of fertilizers, herbicides, and pesticides.

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

Skill in the use of vehicles, motorized equipment, and hand and power tools used in groundskeeping.

Ability to use vehicles, motorized equipment, and hand and power tools.

Ability to communicate effectively.

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

#### **Groundskeeper 9 (Crew Leader)**

Ability to train and oversee the work of others.

Ability to prioritize, organize and coordinate the work of the unit.

Ability to prepare and maintain records related to the work.

### **Working Conditions**

The job duties require an employee to be exposed to inclement weather and environmental conditions.

### **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 6**

No specific type or amount is required.

#### **Groundskeeper 7**

One year of experience as a groundskeeper equivalent to a Groundskeeper 6.

#### **Groundskeeper E8**

Two years of experience as a groundskeeper including one year equivalent to a Groundskeeper 7.

Groundskeeper 9

Three years of experience as a groundskeeper, including one year equivalent to a Groundskeeper E8.

**Special Requirements, Licenses, and Certifications**

See individual position descriptions.

**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**

GRUNDSKP

**Job Code Description**

GRUNDSKEEPER

**Position Title**

Groundskeeper-E

Groundskeeper-A

**Position Code**

GROUNDSE

GRUNDSA

**Pay Schedule**

A31-005

A31-011

JZ

10/15/2023