

HEAD GROUNDSKEEPER

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position involving responsibility for the conditioning and maintenance of grounds. The work is performed under general supervision, allowing considerable leeway for the exercise of independent judgment in keeping equipment and grounds up to approved standards. Immediate supervision is exercised over a small number of Groundskeepers and Laborers. Does related work as required.

TYPICAL WORK ACTIVITIES:

Schedules work to be done and assigns duties to other employees;
Operates a variety of equipment such as, tractors, power mowers, rollers and dump trucks;
Instructs subordinates in the use of supplies, materials and equipment;
Supervises and participates in such maintenance activities as seeding of grounds, mowing lawns, planting trees and shrubs, snow removal, repairs and general upkeep of walks and drives, and maintenance of blacktop areas and fencing;
Observes works in progress and that which is completed to assure adherence to instructions, guidelines and schedules;
Performs a wide variety of related groundskeeping tasks as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of accepted procedures and practices of grounds operations and maintenance activities;
Ability to perform general mechanical work, including welding;
Ability to lay out work for self and others;
Willingness to perform routine manual work and cleaning duties;
Ability to operate automotive equipment;
Ability to get along well with others;
Ability to supervise the work of others;
Willingness to work outside in adverse weather conditions;
Good judgment;
Initiative;
Reliability;
Resourcefulness.

MINIMUM QUALIFICATIONS:

Two (2) years of experience in landscaping or ground maintenance activities.

SPECIAL REQUIREMENTS AT TIME OF APPOINTMENT:

1) Possession of the appropriate level Motor Vehicle Operator's License.