

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV34756</b>
<b>Job Class Code:</b>	<b>500</b>	<b>Salary Schedule:</b>	<b>ASRRGRNDS</b>
<b>EEO Category:</b>	<b>08</b>	<b>Grade:</b>	<b>16</b>
<b>Workers Comp Code:</b>	<b>9101</b>		

<b>Job Code Established:</b>	<b>01/03/87</b>	<b>Effective Date:</b>	<b>01/03/87</b>
<b>Job Code Revised:</b>	<b>01/01/01</b>	<b>Effective Date:</b>	

**JOB CODE SERIES:** Grounds Maintenance Series

**JOB CODE TITLE:**   **GROUNDS SUPERVISOR II**

**HRIS TITLE:**       **GROUNDS SPV II**

**CHARACTERISTICS OF THE CLASS:** Works under minimal supervision and guidance. Has the authority to arrange and provide training for staff; review work activity, equipment/materials usage and needs reports; assist in budget preparation, planning for grounds projects and determining and selecting methods, plants, materials and equipment. Supervises an agency's or large institution's grounds operation and staff; or supervises a grounds maintenance crew and assists the Grounds Manager-DOA with administrative and office activities, scheduling, assigning and overseeing multiple crews and work projects; performs most difficult work and problem resolving; trains and counsels staff. Work product consists of completed work projects; equipment and materials ready for use; trained and functioning work crews; reports prepared and submitted; recommendations made and implemented as approved for work improvements; grounds and plant life areas maintained as prescribed. Responsible for assuring all tasks are completed on time, efficiently and economically; supervising, training, counseling, scheduling, assigning and overseeing staff; providing input on evaluations and recommending on personnel actions.

**EXAMPLES OF DUTIES:** devises a schedule of work for subordinates on a daily or weekly basis, within a work unit. Inspects completed work of subordinate workers by on-site inspections. Resolves problems and question presented by subordinate workers regarding work methods and processes. Instructs, guides and counsels subordinate workers in carrying out a variety of tasks and detecting and correcting safety hazards. Maintains a record of material used, equipments, working hours expended, vehicle mileage and other information, as required, for work projects. Assists in compiling costs and projects for budgets and controlling expenditures. Instructs operation and preventative maintenance of motorized/powered equipment by demonstration and coaching. Assists in design of in/outdoor gardens and plat arrangements and selection of plants. Performs and oversees all work activities associated with the work unit's assignments in grounds maintenance and plant life care. Instructs staff in safe and effective use and storage of plant chemicals. Assists in the design of underground watering systems with automated features; performs and oversees the installation and maintenance. Compiles information for and writes periodic reports on own work activities. Attends supervisory or work system management staff meetings; gives and receives information, participates in problem-solving and decision-making. Attends work unit staff meetings as chairman; directs discussion, explains, listens, guides problem-solving processes; resolves conflicts; participates and leads in decision making. Confers with superior presenting and resolving difficult problems and questions, in some instances dealing with supervisory or unit policy problems, planning actions and making decision. Reviews and evaluates work performance of subordinate workers; confers with workers; writes report for management and for record. Acquires knowledge's and sills needed for effective performance as a supervisor in the work unit through on-the-job training and work shops. Performs related work as requires.

**WORK CONDITIONS:** Full-time outdoor work includes all types of weather conditions and temperature ranges.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** principles, methods and techniques of supervision, counseling, employee relations, work scheduling and administrative/office practices; principles, methods and techniques used in caring for and maintaining grounds and plant life both in and outdoors; principles, methods, techniques used in operating powered grounds equipment and tools; principles, methods and techniques of safety precautions in using pesticides/herbicides/fungicides and other plant chemicals and soil amendments; principles, methods and techniques of automated watering systems and the electrically and hydraulically influenced components.

**Skill/Ability to:** applying methods and techniques of supervision, counseling, employee relations, work scheduling and administrative and office practices; applying and demonstrating methods and techniques in caring for and maintaining grounds and plant life both in and outdoors; instructing in operation and preventive maintenance on powered/non-powered grounds equipment and tools; instructing in the proper and safe use of all plant chemicals and soil amendments; design/layout and installing/maintaining automated watering systems with electrical/hydraulic components; oral and written communications; interpersonal relationships.

**SPECIAL SELECTION FACTORS:** An Arizona Class 4 Chauffeur's license may be required at time of appointment. Certification by the Arizona Structural Pest Control Board will be required for dispensing of pesticides/herbicides. A medical/physical evaluation is required prior to appointment. One year of experience equivalent to Grounds Crew Supervisor; OR two years of experience equivalent to Groundskeeper. Twelve semester hours in horticulture or closely related subject may substitute for six months of the required experience. Any combination of training and experience that meet the knowledge, skills, and abilities (Keas) may be substituted.