

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV34758
Job Class Code:	500	Salary Schedule:	ASRRGRNDS
EEO Category:	08	Grade:	18
Workers Comp Code:	9101		

Job Code Established:	01/03/87	Effective Date:	
Job Code Revised:	01/01/04	Effective Date:	

JOB CODE SERIES: Grounds Maintenance Series

JOB CODE TITLE: **GROUNDS MANAGER**

HRIS TITLE: **GROUNDS MGR**

CHARACTERISTICS OF THE CLASS: Works under direction. Has the authority to develop and implement annual plan for all work activities; determine and purchase, within established limitations, all equipment, supplies and plant life; recommend approval/ disapproval of all landscape projects. Manages and supervises, through subordinate supervisors, the large and complex grounds operation servicing multiple agencies, State Capitol and historical sites; plans, designs, schedules, implements and instructs in all work; develops budgets and controls expenditures; determines and selects all equipment and materials and performs other related administrative work. Work product consists of completed landscape projects; annual plan/schedule prepared and submitted for all activities by season; a training program available and functional for all employees in work and safety; a water conservation program implemented and functional; all grounds area/plant life both in/outdoors maintained as prescribed; functioning work force. Responsible for preparation/submission of annual budget and control of expenditures; establishing and maintaining procedures for all work, care of equipment and selection/purchasing of all equipment, supplies and plant life; administering personnel rules.

EXAMPLES OF DUTIES: Plans, develops, coordinates, implements and oversees the annual schedules, daily work activities, training, safety, water conservation and designing and interpreting landscape drawings, etc., associated with a grounds maintenance and plant life program. Plans for better use of material and personnel resources in the unit; examines materials, confers with superiors and staff, analyzes, evaluates, makes determinations. Establishes and maintains work standards, procedures, methods and rules. Resolves problems and questions presented by subordinate staff regarding work processes, policies, organization or methods. Directs, instructs explains and counsels subordinate workers in carrying out a variety of tasks. Reviews work products or achievements of subordinate workers; evaluates and formulates plans for improvements. Visits and inspects work in progress; instructs, directs and advises subordinate supervisors and others as necessary. Maintains complete record systems relating to materials or equipment utilization, assignment, condition value or location. Attends supervisory or work system management staff meetings; gives and receives information, participates in problem-solving and decision-making. Confers with superior, who is at level of agency head or head of major administrative or operational division, concerning work of system; gives information and advice; receives instruction and guidance. Reviews, monitors and controls amounts expended from the budget to assure that expenditures do not exceed funds available. Reports problems to administrator or department head. Participates in planning for the next budget period by compiling past expenditure figures, estimating future costs and making determinations of new budget figures. Reviews and evaluates work performance of subordinate workers; confers with workers; writes reports for management and for records. Interviews and recommends applicants for hire; reviews/ evaluates/prepares evaluations and recommends disciplinary actions. Reads and interprets Federal, State and local codes, laws and regulations in order to prepare reports or utilize in work activities. Performs related work as required.

WORK CONDITIONS: Outdoor work includes all types of weather conditions and temperature ranges.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: landscape design, automated irrigation systems, soil conditions and preparation and planting methods, techniques, seasonal and environmental influences; methods, techniques and chemical products used in the control and/or eradication of plant/soil diseases, pests and undesirable forms of vegetation; Federal/State laws and agency policies governing work in area of assignment; principles, methods and techniques of managerial, supervisory and administrative practices.

Skill/Ability to: developing, reading and interpreting a variety of technical data regarding landscape programs and projects; analyzing and evaluating landscape projects to develop costs and budget estimates; developing and implementing the scientific approaches to establishing and maintaining presentable and cost effective landscapes; management, supervisory and administrative practices; oral and written communications; interpersonal relationships.

SPECIAL SELECTION FACTORS: Some positions may require possession of a valid Arizona driver's license at a level appropriate to the position/assignment and retention of said license during the period of employment. 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. Two years of experience equivalent to Grounds Supervisor; OR three years of experience equivalent to Grounds Crew Supervisor. A Bachelor of Science degree in horticulture or closely related field may substitute for all but one year of experience. Any combination of training and experience that meet the knowledge, skills, and abilities (Keas) may be substituted.