

# Ground Maintenance Supervisor

**Job Code**  
3265M1

**Job Title**  
Ground Maintenance Supervisor II

**Pay Grade**  
21

## CONCEPT:

This is supervisory and limited administrative work in directing the grounds maintenance operations of facility requiring the application of advanced technical skills or in supervising one or more phases of grounds maintenance in a research oriented teaching facility.

## TASKS:

- Designs and implements landscaping plans; estimates materials, staff and equipment costs of projects. Orders bulk materials and plantings; prepares and reviews specifications for materials, irrigation systems, and major equipment purchases.
- Plans, develops and coordinates landscape projects; directs the operations of a greenhouse or nursery; plans and directs total renovation of lawn areas and construction of drainage ways.
- Reviews prepared plans for technical application within each area being developed.
- Prepares and maintains historical documents and budget materials and records; maintains documentation of spraying activities for pesticides and chemicals.
- Reviews and implements plans for and supervises the construction or repair of sidewalks, roadways, and parking lots.
- Plans, assigns and evaluates the work of subordinate employees planting and cultivating trees, nursery stock and other ornamental vegetation; preparing seed beds, grading and backfilling, applying chemicals and other grounds maintenance work.
- Recruits, hires and trains grounds maintenance personnel.
- Supervises the operation and maintenance of trucks, mowers, tractors, trimmers, edgers, chain saws, graders, road oilers, jackhammers, and other equipment.
- Diagnoses damage to vegetation caused by diseases, climate conditions and environmental stress. Determines and supervises appropriate treatments. Follows and documents progress.

## LEVELS OF WORK

- Class Group consists of one class.

## Minimum Requirements:

Two years of experience in nursery/grounds maintenance and one year of supervisory experience. Education in nursery management, landscape, horticulture, agronomy, forestry or plant pathology may be substituted for experience as determined relevant by the agency.

## Necessary Special Requirements:

Some positions in this class may require possession of an Insecticide and Herbicide Applicator's license, Arborist certification and a valid driver's license.

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