

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 5110

GROUNDS SUPERVISOR II

Abolished Effective February 10, 2006

BASIC FUNCTION

Supervise assigned personnel in the landscaping and maintenance program for institution grounds.

DISTINGUISHING CHARACTERISTICS

With delegated authority, interview and recommend selection of applicants, conduct training, assign and schedule work, act upon leave requests, conduct annual performance evaluations and recommend disciplinary action. Under general direction, serve as a second-line supervisor in a grounds maintenance department.

TYPICAL WORK

Plan and develop campus landscaping and gardening projects; monitor landscape installations and other special projects;

Estimate cost of gardening and landscaping projects;

Develop and monitor budget for supplies and equipment including insecticide, sprays, plants, and machinery;

Read and interpret blueprints;

Maintain departmental records; write reports on grounds maintenance operation;

Assist in developing departmental policies and procedures;

Perform duties of Grounds Supervisor I;

Perform related duties as required.

MINIMUM QUALIFICATIONS

Two years of college training in botany, horticulture, landscape, forestry, or allied field AND three years of experience in grounds maintenance or nursery, parks, or related activity; at least one year of which must have been supervisory OR equivalent education/experience.

New Class: 2-7-73

Revise Title: 10-12-73

Revise Class: 8-4-89