

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Groundskeeper

SERIES NO.:

5361

MAJOR AGENCIES:

All Agencies

EFFECTIVE DATE:

02/26/2012

SERIES PURPOSE:

The purpose of the groundskeeping occupation is to provide year-round groundskeeping maintenance service to all outside grounds & property of assigned agency.

At the lowest level, incumbents perform routine, non-skilled grounds maintenance duties.

At the middle levels, incumbents perform skilled & semi-skilled grounds maintenance duties or serve as lead workers.

CLASS TITLE

Groundskeeper 1

CLASS NUMBER

53611

PAY RANGE

04

EFFECTIVE

04/07/2002

CLASS CONCEPT:

The entry level class works under immediate supervision & requires some knowledge of groundskeeping in order to perform routine, non-skilled grounds maintenance duties.

CLASS TITLE

Groundskeeper 2

CLASS NUMBER

53612

PAY RANGE

05

EFFECTIVE

04/07/2002

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of groundskeeping in order to perform skilled & semi-skilled grounds maintenance duties.

CLASS TITLE

Groundskeeper 3

CLASS NUMBER

53613

PAY RANGE

06

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The advanced level class works under direction & requires thorough knowledge of groundskeeping in order to act as lead worker over lower-level personnel or inmates & participate in care, maintenance & renovation of grounds.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Groundskeeper 1	53611	06	04/07/2002	04

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Performs routine non-skilled grounds maintenance duties (e.g., mows, trims & edges lawns; applies mulch, weeds & waters lawns & flower beds; trims shrubs; cleans grounds, sidewalks & parking lots by removing papers & debris & operating vacuum sweeper/power washer; uses hand shovel & broom to remove snow & ice; operates power snow shovel when necessary).

Performs general custodial & maintenance duties (e.g., delivers materials & equipment); does routine maintenance of grounds equipment (e.g., cleans, paints, oils, sharpens); performs routine building maintenance & custodial duties as assigned.

Fertilizes lawns, trees & shrubs; plants trees, shrubs & other plants; seeds & sods lawns; sprays to control insects & disease as needed; participates in removal of dead animals.

MAJOR WORKER CHARACTERISTICS:

Knowledge of addition; subtraction; multiplication & division; safety practices associated with use & operation of grounds maintenance equipment*. Skill in operation of various types of mowers & related equipment (e.g., snow shovel, vacuum)*. Ability to carry out simple oral instruction; demonstrate general physical fitness.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition, subtraction, multiplication & division; in Department Of Natural Resources only, if assigned to operate vehicles regulated by Section 4506.01 of revised code, must also possess valid commercial drivers license; in accordance with Section 124.11 (b)(2) of revised code, Director Of Administrative Services has determined this classification to be unskilled labor class & therefore exempt from written examination.

-Or equivalent of the Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Pesticide applicator's license required if applying pesticides regulated by law.

UNUSUAL WORKING CONDITIONS:

Works outside under all weather conditions; may work with potentially dangerous equipment & chemicals; exposed to dead animals.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Groundskeeper 2	53612	06	04/07/2002	05

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Performs skilled & semi-skilled grounds maintenance duties (e.g., plants, fertilizes, prunes & applies insecticides to lawns, shrubs & trees; applies top soil, grades surface & lays sod; mows & drags; lays out, limes & paints athletic fields; participates in forest management).

Cleans & repairs tools; services & repairs equipment including tractors, mowers, backhoes; installs attachment on equipment; operates heavy equipment.

Performs routine grounds maintenance & general labor (e.g., removes snow & applies salt to ice; mows, weeds & cleans lawns & flower beds; maintains parking lots & streets; delivers supplies; assists with minor building constructions); may be required to perform routine building maintenance & custodial duties; participates in removal of dead animals.

MAJOR WORKER CHARACTERISTICS:

Knowledge of addition, subtraction, multiplication & division; grounds maintenance; safety practices associated with use & operation of grounds maintenance equipment. Skill in operation of various types of grounds maintenance equipment (e.g., tractors, mowers, sprayers, sod cutters). Ability to carry out instructions in written, oral or picture form; deal with problems involving several variables in familiar context; demonstrate general physical fitness.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition, subtraction, multiplication & division; 6 mos. trg. or 6 mos. exp. in grounds maintenance. Valid commercial driver's license required if motor equipment is of type & size regulated by section 4506.01 & 4506.12 of Ohio revised code.

-Or 6 mos. exp. as Groundskeeper 1, 53611. Valid commercial driver's license required if motor equipment is of type & size regulated by Sections 4506.01 & 4506.12 of Ohio revised code.

-Or alternative, equivalent evidence of the minimum class qualifications noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Pesticide applicator's license required if applying pesticides regulated by law.

UNUSUAL WORKING CONDITIONS:

Works outside in all weather conditions; may work with potentially dangerous equipment & chemicals. In Department of Mental Health, may be on-call 24 hrs. per day, 7 days per week, during bad weather; exposed to dead animals.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Groundskeeper 3	53613	06	01/09/2005	06

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Serves as crew leader (e.g., provides work direction & training) over lower-level workers (e.g., Groundskeeper 1, Groundskeeper 2, Maintenance Repair Worker 1) or inmates & participates in propagation, grooming, maintenance, preparation, cultivation &/or other groundskeeping tasks required to care for turf, lawns, trees, shrubs &/or flowers (e.g., participates in herbicidal spraying; removes, installs & maintains plant materials; prunes, mulches, waters, applies insecticides, pesticides &/or fertilizers; transplants trees, mows lawns, plants & prepares flower beds, removes trash & leaves from grounds, trims hedges; repairs erosion problems).

Monitors lower-level workers or inmates in cleaning of walks, roads & parking areas through removal of ice, snow &/or litter.

Performs record keeping, documentation &/or reporting tasks (e.g., orders materials, supplies & equipment; keeps records of employees' use of time; maintains records regarding care & planting of trees, shrubs &/or flowers; informs supervisor of materials needed for planting, such as seeds, seedlings, trees, bulbs, plants, bushes & fertilizers).

Monitors subordinates &/or participates in maintenance & repair of equipment (e.g., landscape equipment), machinery, walks, roads, parking areas &/or shelters & performs other miscellaneous tasks as assigned (e.g., assists maintenance department workers in repair of water lines &/or electrical steam lines installed underground; assumes duties of supervisor in his/her absence; inspects contract projects of herbicidal spraying, tree removal or turf fertilization); participates in removal of dead animals.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles/techniques*; employee training & development*; fractions, decimals & percentages. Skill in groundskeeping activities (e.g., applying sprays, planting, pruning, trimming, transplanting); use & operation of groundskeeping equipment (e.g., stump cutters, sprayers, sod cutters, pruning equipment, motorized &/or hand operated tree spades, power saws, tillers, mowers, seeders, spreaders, snow plows). Ability to interpret variety of instructions in written, oral or picture form; maintain accurate records; check pairs of items that are similar or dissimilar.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in English & arithmetic that includes reading, writing & speaking English & fractions, decimals & percentages; 12 mos. trg. or 12 mos. exp. in groundskeeping activities & use of associated equipment (e.g., applying sprays, planting, transplanting, pruning, trimming, snow removal). Valid commercial driver's license required if motor equipment is of type & size regulated by sections 4506.01 & 4506.12 of Ohio revised code.

-Or 6 mos. exp. as Groundskeeper 2, 53612. Valid commercial driver's license required if motor equipment is of type & size regulated by Sections 4506.01 & 4506.12 of Ohio revised code.

-Or alternative, equivalent evidence of the Minimum Class Qualifications For Employment quoted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Pesticide applicator's license required if applying pesticides regulated by law.

UNUSUAL WORKING CONDITIONS:

May be exposed to chemical spray & dangerous equipment; may be exposed to inclement weather; may be exposed to dirt, dust, fumes & noise; may work weekends, variable shifts or be on 24 hr. call; exposed to dead animals.