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**CLASSIFICATION SPECIFICATION**

**CLASS NUMBER 40141**

**GRUNDSKEEPER**

**OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES**

**EFFECTIVE**

**MAY 5, 2002**

The duties are arranged in order of importance. However, the specific duties and the frequencies listed may vary across counties depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS. Therefore, a Groundskeeper may not perform all of the duties listed. However, it is mandatory that the first duty (I) be performed a minimum of 20% of the time.



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### Summary of Essential Duties

The primary purpose of the Groundskeeper position is to perform general landscaping functions, such as mowing the grass. The classification also performs general maintenance duties, as needed.

#### Duties

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|------|---|-------------------------------|
| I.   | Performs landscaping functions (e.g., mowing, weed-eating). | <u>Frequency: 55% +/- 10%</u> |
| II.  | Performs general maintenance duties as needed.              | <u>Frequency: 25% +/- 10%</u> |
| III. | Performs custodial duties.                                  | <u>Frequency: 15% +/- 5%</u>  |
| IV.  | Oversees non-county employee program workers.               | <u>Frequency 5% +/- 3%</u>    |



**KSA'S FOR THE  
JOB CLASSIFICATION OF  
GROUNDSKEEPER**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
<b>I</b>	Agricultural care practices; Landscaping functions and operations; Landscaping machinery; Maintenance operations; Mechanical operations; Safety practices.	Performing mechanical operations; Maintaining Agency grounds and associated equipment.	Perform mechanical operations; Exert light to moderate physical effort; Perform landscaping functions; Physically perform manual labor; Read and understand directions; Operate relatively simple, repetitive landscaping equipment (e.g., lawnmower, weed-eater).
<b>II</b>	Basic mathematical principles; Maintenance operations; Cleaning and janitorial duties; Mechanical operations; Safety practices.	Maintaining Agency building and necessary equipment.	Performs basic mathematical calculations; Perform mechanical operations; Exert light to moderate physical effort; Paint objects/buildings; Install signs; Clean; Unload office supplies; Perform snow removal and salting; Physically perform manual labor; Read and understand directions; Operate relatively simple, repetitive maintenance equipment.
<b>III</b>	Custodial duties; Cleaning and janitorial duties; Safety practices; Maintenance operations.	Maintaining and cleaning Agency building.	Exert light to moderate physical effort; Physically perform manual labor; Read and understand directions; Perform custodial duties; Operate cleaning equipment.
<b>IV</b>	Training and development; Training transfer; Supervisory practices; Managerial operations.	Oral Communication.	Work with others; Monitor work of others; Train and assign work to others; Explain assignments, procedures, or situations to others; Recognize errors in the work of others.



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### **Minimum Qualifications**

- Formal education in arithmetic that includes addition and subtraction and reading and writing common English vocabulary. If an employee will be assigned responsibility for applying pesticides regulated by law, also requires a Pesticide Applicator's license.

**Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above, except for the mandated license.**

### **Unusual Working Conditions/Hazards**

This position requires some responsibility for the physical safety of others. The incumbent is required to supervise program workers in order to ensure they are performing their duties safely. In addition, the incumbent is responsible for performing maintenance duties, such as removing snow and salting the pavement in the winter. If this duty is not performed, injuries may result (e.g., individuals may slip on ice and get hurt). However, errors will not normally result in severe injury to others. Additionally, accidents are possible when tractor mowing hilly areas, weed-eating rocky areas, climbing ladders or performing maintenance on a variety of equipment. The machinery typically used in this position involves moving parts. Gloves, boots and other protective gear may be required when handling cleaning fluids, shoveling snow and salting the pavement, etc.