



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
GROUND SUPERVISOR III	32	H	9.610
GROUND SUPERVISOR II	30	H	9.620
GROUND SUPERVISOR I	28	H	9.627

SERIES CONCEPT

Perform and/or plan and schedule a variety of landscape and grounds maintenance activities such as planting, mowing, irrigating, pruning, fertilizing, and keeping grounds clean and free of trash, leaves, snow and ice; supervise a crew of semi-skilled workers engaged in grounds maintenance by assigning tasks, reviewing work and providing training, performance evaluations and discipline.

Apply modern methods of horticulture, irrigation and grounds maintenance to plan and schedule work according to seasonal demands, agency needs and budget restrictions; may design plans for landscape alterations such as sprinkler system expansion and oversee installation.

Calculate applications of sod, seed, herbicides, pesticides, and fertilizers; purchase materials; maintain inventories; evaluate and solve problems related to management of turf, shrubs, flowers and irrigation systems such as erosion control, soil stabilization, removal of diseased vegetation, subsequent revegetation and weed abatement; contact a variety of vendors and contractors regarding applicable landscape techniques and materials.

Oversee landscape projects by reviewing plans and blueprints, purchasing materials, organizing staff and equipment, delegating tasks and inspecting work completed.

Plan and oversee the installation and repair of sprinkler and drip irrigation systems; may perform some of the more complex maintenance on irrigation systems such as repairing or replacing timing devices and automatic valves; may contact vendors or contractors for technical assistance while planning or installing new irrigation systems.

Oversee and coordinate the setup and removal of equipment, fixtures and furniture used for special events such as exhibits, ceremonies and sporting events.

Establish preventive maintenance schedules for grounds service equipment such as pickup trucks, tractors and mowers in order to validate warranties and prolong the life of the equipment.

Perform related duties as assigned.

CLASS CONCEPTS

Grounds Supervisor III: Under general supervision, incumbents direct a major grounds maintenance program such as one located on a main university campus. Incumbents direct all or part of the duties described in the series concept and provide support to lower level supervisors by reviewing performance evaluations, making

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CLASS CONCEPTS (cont'd)

higher-level disciplinary decisions and conducting developmental training. They also coordinate facility use by meeting with internal staff and external non-campus representatives in order to make decisions regarding site preparation and landscape modification or construction.

Grounds Supervisor III: (cont'd)

Positions at this level are characterized by directing grounds maintenance at a large facility at which incumbents are responsible for landscape construction and modification, complex irrigation systems and a variety of floral displays and species of trees and shrubs. Positions in this class are distinguished from those at the lower level by the supervisory responsibility for subordinate supervisors; the scope of administrative duties and decision making; and both internal and external contacts that impact a facility having a large, diverse grounds maintenance program.

Grounds Supervisor II: Under general supervision, incumbents perform all or part of the duties in the series concept and perform administrative duties; plan and schedule grounds maintenance activities; provide systematic schedules for seasonal activities; meet with administrative staff to formulate budgets and track expenditures; coordinate support activities from outside entities; make purchases, maintain inventory, and keep records of purchases, scheduled maintenance and personnel activities. Incumbents may regulate a greenhouse environment by controlling temperature, humidity and sunlight and perform specialized work in the greenhouse by propagating plants, testing soils and developing fertilizing formulas that produce optimum growing conditions. In addition, positions in this class have both direct and indirect supervisory responsibility for a variety of small work units engaged in semi-skilled grounds maintenance work.

Positions at this level are characterized by responsibility for cultivated acreage that includes complex irrigation systems, a variety of floral displays and species of shrubs and trees and landscape construction projects that occur on a regular basis. Positions in this class are distinguished from those at the lower level in the complexity and variety of work performed, for example, designing landscape alterations and irrigation systems and planning and overseeing the installation of a variety of annual and perennial floral displays which require a wider range of landscape applications. In addition, incumbents have supervisory responsibility for a larger, more diverse staff of Grounds Maintenance Workers.

Grounds Supervisor I: Under general supervision, incumbents perform all or part of the duties in the series concept. Incumbents are working supervisors at a facility where the majority of the groundskeeping duties pertain to lawn maintenance and do not typically require maintenance or development of complex floral displays or planting and maintenance of extensive trees and shrubs. Positions at this level are generally not required to prepare formal landscape designs or make decisions or recommendations regarding landscape construction or alteration on a regular basis. Incumbents supervise a small single unit of semi-skilled workers.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to pre-employment screening for controlled substances.

GROUNDS SUPERVISOR III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of supervisory experience, one year of which was supervising a variety of work units engaged in landscape

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MINIMUM QUALIFICATIONS (cont'd)

GROUNDS SUPERVISOR III (cont'd)

EDUCATION AND EXPERIENCE: (cont

maintenance, construction and/or alteration and/or operation, maintenance and repair of irrigation systems; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Grounds Supervisor II in Nevada State service. *(See Special Requirement)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: landscape construction and modification; operation and maintenance of irrigation systems; proper care of a variety of floral displays and species of trees and shrubs. **Ability to:** respond to both internal and external inquiries regarding the grounds service program; solve problems relative to personnel management and program development within policy guidelines; establish effective working relationship with agency staff, community representatives and the general public; delegate responsibility to lower level supervisors; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: administrative policies and procedures applicable to personnel management, budgeting and purchasing. **Ability to:** plan, organize, coordinate and schedule the work of multiple grounds crews; direct and oversee the grounds maintenance program at a facility with floral displays and various species of scrubs and trees.

GROUNDS SUPERVISOR II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of experience performing and supervising a small work unit engaged in general grounds maintenance and turf maintenance; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Grounds Supervisor I in Nevada State service. *(See Special Requirement)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: modern methods of propagating, planting, cultivating, and caring for flowers, trees and shrubs; tools, equipment and vehicles used in grounds work; irrigation system, operation, design, and installation; greenhouse operations. **Ability to:** install and maintain a wide variety of plants, shrubs, trees and floral displays; identify and resolve grounds maintenance issues; design landscape alteration and construction projects; select appropriate plant and construction material; plan and organize work; care for plants in a greenhouse environment; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Grounds Supervisor III.)

GROUNDS SUPERVISOR I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of experience as a first line supervisor of a small work unit performing grounds maintenance, or maintaining, repairing or constructing irrigation systems; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Grounds Maintenance Worker IV in Nevada State service. *(See Special Requirement)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: the practices, techniques, equipment and materials used in gardening and grounds maintenance; methods, techniques and equipment used in turf maintenance; health and safety regulations and practices applicable to grounds maintenance; principles and practices of training and supervision; plant diseases and appropriate methods of control; pest and weed control; equipment,

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MINIMUM QUALIFICATIONS (cont'd)

GROUNDS SUPERVISOR I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

materials and safety procedures associated with pesticide and herbicide application. **Ability to:** plan, schedule and assign tasks according to seasonal demands, agency needs and available work force; read landscape plans and blueprints including irrigation system layouts; establish preventive maintenance schedules for equipment used in grounds maintenance; train, supervise and evaluate the performance of assigned staff. **Skill in:** the use and maintenance of gardening and grounds tools and equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge Skills and Abilities required for Grounds Supervisor II.)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>9.610</u>	<u>9.620</u>	<u>9.627</u>
ESTABLISHED:	11/18/77	1/1/61	7/1/67
REVISED:		2/15/72	
REVISED:	12/19/85-12	10/25/85-3	10/25/85-3
REVISED:	1/17/86-3		
REVISED:	7/1/91P	7/1/91P	7/1/91P
REVISED:	11/29/90PC	11/29/90PC	11/29/90PC
REVISED:	10/1/04PC	10/1/04PC	10/1/04PC