

MORGAN STATE UNIVERSITY JOB SPECIFICATON



GROUNDS SUPERVISOR

Class Code: 00498
Pay Range: 07

FLSA Code: N/E (Non-Exempt)

JOB SUMMARY

Under general supervision, supervises groundskeepers performing manual labor duties in the maintenance of grounds and facilities.

PRIMARY DUTIES

1. Determines work priorities, plans, schedules, assigns and reviews work; trains subordinate personnel.
2. Supervises grounds maintenance activities including cultivating, planting, watering, fertilizing, weeding, mowing and/or pruning lawns, gardens, shrubs, and trees.
3. Directs the removal of trash and debris from assigned areas.
4. Supervises and performs the removal of snow and ice from assigned areas using hand and power snow removal equipment. Spreads salt, sand and de-icers to prevent slipping.
5. Prepares and maintains written reports and records.
6. Ensures adequate supplies, materials and equipment are maintained in department.
7. Ensures the operational readiness and safety of equipment such as mowers, tillers, sweepers, snow blowers, edgers, shovels, and small vehicles. Performs routine assembly, cleaning and maintenance of equipment as needed.
8. Assists in the maintenance of outdoor fields and athletic facilities.

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9. Performs and demonstrates procedures for measuring, mixing, and applying fertilizer, herbicides, pesticides, and other chemicals as instructed.
10. Performs groundskeeper duties as required.

Note:

The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EXPERIENCE: Three years in grounds keeping in a lead or supervisory capacity.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

General knowledge of grounds maintenance practices; of the methods and techniques for cultivating, planting, mowing, and caring for lawns, gardens, shrubs, and trees; of procedures for mixing and applying pesticides and other chemicals. Thorough knowledge of and skill in the operation and proper care of assigned hand and power tools and equipment. Skill in organizing and coordinating the grounds maintenance work; in providing guidance and instruction to groundskeepers. Ability to read, write, and perform arithmetic calculations; to follow oral and written instructions; communicate effectively; to supervise and train groundskeepers; to operate and perform minor maintenance on assigned hand and power tools and equipment; to perform work in, on, around, under and over trees, shrubs, buildings and facilities; to work at heights up to 35 feet; to perform physical work requiring bending, stooping, reaching, carrying, and frequent heavy lifting; to work in adverse weather conditions; to wear and work in personal protective equipment.

OTHER:

Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

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CONDITIONS OF EMPLOYMENT

Valid Maryland Noncommercial Class C or equivalent driver's license may be required. Certification by the State of Maryland as a pesticides and/or herbicides applicator may be required. Candidates selected for employment may be subject to medical inquiries and/or medical examinations to determine ability to perform the job.