

Classification Specification: Groundskeeper Team Leader

Classification Number: 53615 Pay Grade:
Effective Date: February 17, 2015 Current Exemption Status: Nonexempt

Position Summary

Responsible Supervises, trains and oversees the work of student groundskeeping workers. Provides direction to full-time, classified staff in the absence of Building Maintenance Supervisor and/or Grounds Manager. Responsible for main campus and athletic fields and surrounding areas. May assist in grounds work of areas in absence of student or classified staff.

Essential/Primary Duties

- Supervises and trains student groundskeeping employees regarding policies and procedures related to grounds work. Assigns job duties and monitors attendance and work daily. Supervises student staff, maintains time records and develops student schedules.
- Recommends hiring, discipline and termination of student groundskeeping employees. Plans weekly and daily assignments for student staff.
- Submits/closes work orders and corresponds with various faculty and staff regarding grounds issues.
- Oversees spraying, fertilizing, weeding and pest control. Provides supervision to full-time staff in absence of Building Maintenance Supervisor and/or Grounds Manager
- May assist with groundskeeping tasks/areas in absence of student or full-time grounds staff. Leads special grounds projects, supporting supervisor with layout of new landscape, irrigation, windscreens, and turf installation, removal and replacement.
- Assists with special events. Notifies Supervisor of equipment concerns. Responds to grounds emergencies. Assists with snow removal on campus. Attends training, meetings and committee work as required.

Experience and Education

Experience

- Six months related experience required; previous supervisory experience or training required

Education

- High school diploma or GED required
- Must have and maintain a valid driver's license and be insurable under the University's insurance

Physical Requirements

Heavy work: frequently working in difficult work positions and/or with physical demands such as continuously lifting/moving materials greater than 50 pounds.
Must be able to move quickly and walk for extended periods.

Working Conditions

Work is performed with exposure to any number of elements which may occasionally require some precautions such as safety glasses, protective clothing, ear protection, etc.

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Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
- Ability to query, run reports and modify data in financial systems
- Ability to access and maintain document imaging systems, including scanning and filing documents
- Ability to operate computers and peripheral equipment such as printers
- Ability to accurately receive and disburse cash whether currency, credit cards, checks, or other payment forms
- Ability to draft office correspondence
- Ability to operate and use manual and power custodial equipment
- Ability to operate hand and/or power tools appropriate to the trade
- Ability to operate hand and/or power grounds keeping equipment
- Ability to operate heavy equipment

Supervisory Responsibility

Full-Time

Staff

Part-Time

Providing Direction

Full-Time

Staff

Part-Time

Responsibility for Student Workers

Provides work direction and may select, hire, schedule and provide formal feedback.