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| POSITION DESCRIPTION | | AGENCY/DEPT ID DAS/DAS106430 |
| DIVISION OR INSTITUTION General Services Division | UNIT OR OFFICE Office of Properties & Facilities | COUNTY OF EMPLOYMENT Franklin |

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| POSITION NUMBER 20005810 JOB CODE TITLE Administrative Staff JOB CODE 99580 | <input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update | | Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree | |
| | USUAL WORKING TITLE OF POSITION Lead Groundskeeper | | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005807 Administrative Staff | |
| | <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent | <input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential | Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative | Bargaining Unit 99 Page 1 of 1 |
| | NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:00am TO: 4:00pm Report in location subject to change | | | |
| | JOB DESCRIPTION AND WORKER CHARACTERISTICS | | | |
| % | Job Duties in Order of Importance | Knowledge, Skills & Abilities | | |
| 85 | Under direct supervision of Governor's Residence Facility Manager, implements horticultural & grounds maintenance program for Governor's Residence: acts as crew leader; provides work direction & training of other workers; receives daily direction of crew activities & work responsibilities from Horticulturist & Governor's Residence Facility Manager; maintains work crew's timesheets; interact with PCI regarding training of crew members; selects new hires; handles general crew performance issues; assists in design & implement intern certification program; supervises crew members; assists with mowing, pruning, weeding, plant propagation, carpentry projects, residence maintenance, sanitation, snow & ice removal (during normal work hours); plants & maintains flower beds; assists with event set-up & clean up as directed; assists with public tours as directed; assists in directing volunteers who are working in Heritage garden. | Knowledge of (1) supervision. Skill in (2) grounds keeping activities (e.g., applying sprays, planting, pruning, trimming, transplanting); (3) grounds keeping equipment operation (e.g., stump cutters, pruning equipment, motor and/or hand operated trimmers, power saws, tillers, mowers, tractors, seeders, spreaders). Ability to (4) interpret a variety of instructions in written, oral, or graphic form; (5) calculate fractions, decimals & percentages; (6) read simple sentences with common vocabulary; (7) establish friendly & respectful atmosphere as lead groundskeeper; (8) regularly demonstrate appropriate worker behavior & attitude; (9) lift & carry up to 100 lbs frequently; (10) obtain & maintain valid driver's license. | | |
| 15 | Maintains inventory: informs Governor's Residence Facility Manager of necessary supplies, equipment, or materials needed for planting (e.g., seeds, seedling trees, bulbs, plants, bushes, shrubs, fertilizers); performs other duties as assigned by Governor's Residence Facility Manager. This position is unclassified per section 124.11(A)(9) of the Ohio Revised Code. | Knowledge of (11) inventory control Skill in 2. Ability to 4, 5, (12) maintain accurate records; (13) check parts or items that are similar or dissimilar upon receipt. *developed after employment. | | |
| List Position Numbers & Job Titles of Positions Directly Supervised: | | SIGNATURE OF AGENCY REPRESENTATIVE | DATE | |
| | | <i>Paul J. Howard</i> | 4.6.11 | |

App'd 04.04.11 (cm)