

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Office of Properties & Facilities

POSITION NUMBER
20005810 (18010.0)

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Lead Groundskeeper

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005807 Administrative Staff (Governor's Residence Facility Manager)

NORMAL WORKING HOURS (Explain unusual or rotating shift)
7:00 a.m. - 4:00 p.m.

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
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; interacts with PCI regarding training of crew members; selects new hires; handles general crew performance issues; assists in design & implements 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 Horticulturist in directing volunteers who are working in Heritage garden.	Knowledge of (1) supervision. Skill in (2) groundskeeping activities (e.g. applying sprays, planting, pruning, trimming, transplanting); (3) groundskeeping equipment operation (e.g., stump cutters, pruning equipment, motor &/or hand operated trimmers, power saws, tillers, mowers, tractors, seeders, spreaders). Ability to (4) interpret 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 or Horticulturist.	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.
This position is unclassified per section 124.11(A)(9) of the Ohio Revised Code		*developed after employment.

JOB CODE TITLE
Administrative Staff

JOB CODE
99580

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhovenke

6/11/08

SPK 6-11-08 AX