

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

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"/>	
	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 & work hours 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, building & grounds maintenance program for Governor's Residence: provides work direction & training of other workers; receives daily direction of crew activities & work responsibilities from 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; 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, push, pull, carry or otherwise move 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.	Knowledge of (11) inventory control Skill in 2. Ability to 4, 5, 8, 9, 10, (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.	
	List Position Numbers & Job Titles of Positions Directly Supervised: 20005522 Laborer 20005720 Laborer 20005773 Plumber 1		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 2/2/12

Appl 2-2-12 (an)