100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS106430

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Office of Properties & Facilities	Franklin

POSITION NUMBER 20005810

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Lead Groundskeeper

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005807 Administrative Staff

☒ Permanent ☐ Temporary ☐ Intermittent

☐ Classified ☒ Unclassified ☐ Essential

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type: Administrative

Bargaining Unit 99

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NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:00am TO: 4:00pm Report in location & work hours subject to change

JOB CODE TITLE Administrative Staff

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: 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.

JOB CODE 99580

List Position Numbers & Job Titles of Positions Directly Supervised:

20005522 Laborer
20005720 Laborer

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhaus

DATE: 7-28-11

Upd 7/21/11 [illegible]