

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

GROUNDSKEEPER

I. INTRODUCTION

A. Purpose Of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code, for making classification decisions relative to present and future positions that perform groundskeeping work at a state facility. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses positions that perform semi-skilled groundskeeping work for a majority of time at a state facility or campus.

C. Exclusions

Excluded from this classification are the following types of positions

1. Positions that spend the majority of time (more than 50%) performing greenskeeper duties at a golf course and are more appropriately classified as Greenskeeper.
2. Positions that spend the majority of time (more than 50%) performing labor intensive duties and are more appropriately classified as Laborer.
3. Positions that spend the majority of time (more than 50%) performing gardening duties are more appropriately classified as Gardener.
4. Positions that spend the majority of time (more than 50%) maintaining trees and shrubbery and are more appropriately classified as Tree Pruner.
5. Positions that spend the majority of their time (more than 50%) performing cemetery care work and are more appropriately classified as Cemetery Caretaker.

6. Positions that spend the majority of time (more than 50%) performing grounds crew chief duties and are more appropriately classified as Grounds Crew Lead.
7. Positions that meet the statutory definition(s) of supervisor, management, and/or professional in s. 111.81(19), (13) and (15), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
8. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter this classification by competitive examination.

II. DEFINITION

GROUNDSKEEPER

This is semi-skilled work related to groundskeeping. Positions allocated to this classification perform a variety of groundskeeping activities throughout the year to maintain and improve the grounds of a state facility or campus. Work is performed under general supervision.

Examples of work performed:

- Mow, trim, rake, edge, aerate, and water grass.
- Pick up and dispose of litter and other debris from assigned grounds area.
- Top dress, seed, and sod lawns.
- Weed, till, edge, and mulch where needed
- Plant and prune trees and shrubs.
- Plant and maintain flower beds.
- Apply fertilizers, herbicides, insecticides, and/or fungicides, as directed.
- Install and maintain irrigation systems.
- Plow, brush, and shovel snow from roads, walks, steps, and parking lots, and spread sand and salt, as required.
- Use and operate a variety of groundskeeping equipment, such as riding and push mowers, rakes, edging tools, shears, manual and power saws, snow blowers, front-end loaders, chainsaws, snow plows, fork-lifts, boom trucks, scissors lift, tractors, dump/pickup trucks, cherry picker, or hydraulic bucket lift.
- Operate equipment and tools according to safety guidelines.
- Inspect, clean, and perform routine maintenance on groundskeeping equipment.
- Keep records of groundskeeping activities.
- Assist with other projects, such as installing and repairing signs, fences, and bike racks; laying blacktop and concrete; and moving furniture and equipment.
- Assist other groundskeeping and agency staff, as needed.
- Perform other duties as assigned by Grounds Supervisor or Grounds Crew Chief.
- May direct limited term employees, student workers, inmates, and/or other workers assisting with groundskeeping work.
- Prepare and maintain sports practice and playing fields.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective 1994 and modified effective May 18, 2003 as announced in Bulletin MRS-SC-153. The Groundskeeper classification is modified as a result of the Blue Collar classification survey. This classification incorporates the duties performed by Lawn Care Worker, resulting in the abolishment of the Lawn Care Worker.

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