

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

GROUNDS CREW LEAD

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 grounds crew leadworker functions at a state facility. This classification specification is not intended to identify every duty that 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 semi-skilled positions that lead permanently assigned grounds crew staff (e.g., more than one employee) in maintaining the grounds at a state facility or campus.

C. Exclusions

Excluded from this classification are the following types of positions

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

6. Positions that do not perform leadworker functions for permanently assigned groundskeepers a majority of the time
7. Positions that meet the statutory definitions(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

GROUNDSCREW LEAD

This is lead-level, semi-skilled work related to the maintenance and improvement of the grounds of a state facility or campus. Positions allocated to this classification perform the duties described in the Groundskeeper classification and, in addition, perform leadworker duties such as providing training on maintaining the grounds, pruning trees, gardening, laborer functions such as snow removal; lawn care operations and procedures; planning, assigning, and reviewing work; monitoring the completion of work assignments; and providing general assistance and guidance to assigned grounds staff. Job duties also include planning the labor and materials needed; procuring equipment and supplies; assuring the safe operation of equipment and tools by staff; maintaining records and preparing reports for the supervisor; recommending projects and work assignments; evaluating and selecting vehicles, equipment, and tools; and may direct limited term employees, student workers, inmates, and/or other workers assisting with groundskeeping work. Work is performed under general supervision.

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 May 18, 2003, as announced in Bulletin MRS-SC-153 to replace the Grounds Crew Chief classification that was abolished effective May 18, 2003, both as a result of the Blue Collar classification survey

The Grounds Crew Chief classification was created effective April 17, 1994, as a result of the Gardener/Groundskeeper Survey and announced in Bulletin CC/SC-12.