



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

LANDSCAPING AND GROUNDSKEEPING WORKER SUPERVISOR

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Landscaping-Groundskeeping Wrkr-Supv.	O3011S	50	

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Purpose

Devotes a substantial portion of time assigning and directly supervising work of at least two (2) full time equivalent employees**, acting upon leave requests, conducting annual performance evaluations and recommending disciplinary actions. Interviewing and recommending selection of applicants and conducting training of personnel.

Landscape or maintain grounds of property using hand or power tools or equipment. Workers typically perform a variety of tasks, which may include any combination of the following: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, sprinkler installation, and installation of mortarless segmental concrete masonry wall units.

Nature of Work

The Landscaping and Groundskeeping Worker Supervisor devotes a substantial portion of time assigning and directly supervising work of at least two (2) full time equivalent employees and performing a variety of tasks necessary to achieve a pleasant and functional outdoor environment. They mow lawns, rake leaves, trim hedges and trees; plant flowers; and otherwise ensure that the grounds of the business are orderly and healthy. Landscaping Workers create new functional outdoor areas and upgrade existing landscapes, but also may help maintain landscapes. Their duties include planting bushes, trees, sod, and other forms of vegetation, as well as, edging, trimming, fertilizing, watering, and mulching lawns and grounds.

Groundskeepers focus on maintaining existing grounds. In addition to caring for sod, plants, and trees, they rake and mulch leaves, clear snow from walkways and parking lots, and use irrigation methods to adjust water consumption and prevent waste. They also see to the proper upkeep and repair of sidewalks, parking lots, and grounds keeping equipment, fountains, fences, planters, and benches. They may also be required to work with pesticides vegetation mix herbicides, fungicides, or insecticides and apply them through sprays, dusts, or vapors into the soil or onto plants.

Distinguishing Characteristics

The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

LANDSCAPING AND GROUNDSKEEPING WORKER SUPERVISOR

- Devotes a substantial portion of time assigning and directly supervising work of at least two (2) permanent/full time employees. Acts upon leave requests, conducts annual performance evaluations and recommends disciplinary actions.
- Conducts training of personnel; may interview and recommend selection of applicants.
- Provides career coaching through mentoring and arranges for outside training opportunities when possible.
- Makes well-informed, effective, and timely decisions and perceives the impact and implications of those decisions.
- Makes point of view in a clear and convincing manner.
- Listens effectively and clarifies information as needed.
- Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- Writes in a clear and concise manner.
- Employees in this Role are responsible for applying chemicals and fungicides to control weeds, kill pests, and prevent diseases.
- Employees may be responsible for designing and developing installation and maintenance plans for buildings, landscapes and proper grounds management.
- Employees provide training and assistance to less experienced workers.

Recommended Education and Experience for Full Performance***

High School Diploma or GED and two (2) years of relevant institutional grounds keeping, landscaping and/or general facilities maintenance, (1) year of which must be supervisory.

Minimum Qualifications

High School Diploma or GED and one (1) year of relevant institutional grounds keeping, landscaping and/or general facilities maintenance.

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

Knowledge

Leadership - Knowledge of leading through influence and persuasion by establishing mutual trust, respect, and loyalty, through shared beliefs, values, and goals; Being cognizant of subordinates' needs, goals, and aspirations, and to carefully consider these personal variables when making decisions.

Mechanical — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

Skills

Leadership - Displaying attributes that makes employees willing to follow; applying effort to increase productiveness in areas needing the most improvement; establishing a spirit of cooperation and cohesion for achieving goals; making the right things happen on time; providing performance feedback, coaching, and career development to individuals to maximize their probability of success; giving subordinates the authority to get things accomplished in the most efficient and timely manner.

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Operation and Control — Controlling operations of equipment or systems.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Speaking — Talking to others to convey information effectively.

Statutory Requirements: N/A

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: N/A

Established: 04/27/2012 **Revised:**

***Means two (2) or any combination of full-time equivalent (FTE) status that equals at least two (2) regular or term status employees in non-temporary positions.*

****Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation. Not to be construed as minimum qualifications.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.