

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 1001500

Supervisor Grounds, Grade 12 1001500
Head Grounds Supervisor, Grade 14 1001700

Brief Description of Class Series

Positions in this class oversee Facilities Operations Assistants 1 and 2 (Grounds) responsible for maintaining the appearance and condition of grounds, athletics fields, walkways, and roads at State facilities. Most of the positions in this class are located at State University campuses, the Office of Mental Health, and the Office for People with Developmental Disabilities.

Distinguishing Characteristics

Positions perform similar duties; they oversee maintenance of appearance and condition of grounds and other outdoor spaces at State facilities. The level reflects the size of the grounds and the number of locations to be maintained; seasonal weather related issues, such as snow removal; reliance on contractors or temporary employees to perform grounds maintenance duties (e.g., pesticide application, tree removal and pruning, and road salting and snow removal); agency priority to meet higher grounds maintenance standards; purchasing and budgeting responsibilities; and more difficult or frequent field maintenance duties to meet professional sports or athletic department requirements.

Supervisor Grounds: supervises multiple Facilities Operations Assistants 2 (Grounds); serves as the highest-ranking grounds position with ten or more staff and contract employees involved in the maintenance of campus or facility grounds, or serves as an immediate assistant to a Head Grounds Supervisor. When assigned as the highest-ranking grounds position, Supervisors of Grounds report to Maintenance Supervisors, Plant Superintendents or higher-level administrative position.

Head Grounds Supervisor: serves as manager of the largest and most complex grounds maintenance operations characterized by diverse grounds work that includes natural turf and other highly maintained types of athletic fields, arboretums, multiple campus or satellite locations, snow removal, and supervises the largest number and highest level of staff dedicated to grounds maintenance operations including extensive use of contract workers. Positions report to Maintenance Supervisors, Plant Superintendents, or higher-level administrative position.

Related Classes

Construction Equipment Operators and Highway Equipment Operators drive a variety of self-propelled equipment in the construction, repair and maintenance of highways, canals and grounds. They also maintain their equipment by performing specific routine maintenance tasks.

Facility Operations Assistants 1 and 2 perform a variety of routine unskilled and semiskilled manual tasks related to the operation and maintenance of State-owned buildings and facilities, the surrounding grounds, and the vehicles and equipment used in maintaining these sites.

Facility Operations Assistant 1 and 2 (Grounds) are responsible for maintaining the appearance and condition of grounds, athletics fields, walkways, and roads at State facilities. They report to higher level grounds positions such as Supervisor of Grounds or Head Grounds Supervisor, or higher-level trades or building supervisor titles.

Illustrative Tasks:

Supervisor Grounds and Head Grounds Supervisor

Supervises and schedules the work of grounds crews at a State facility.

- Responds, prioritizes, and schedules routine to urgent grounds maintenance service as requested.
- Provides training to staff by demonstrating proper use of equipment and materials and the performance of specific tasks to meet quality standards.
- Periodically spot-checks work to make sure instructions are followed, work is progressing according to schedule, and materials and equipment are being used properly.
- Maintains records of employee time, work performed, and materials used.
- Reports orally or in writing to higher level staff on the progress of projects.
- May supervise subordinate Facility Operations Assistants 1 and 2 assigned to the Grounds Department who also engage in other maintenance-related tasks.

Performs administrative functions in support of a grounds department.

- Plans or assists in the planning of landscaping and other grounds projects by preparing rough sketches, schedules, and estimates of the staff, materials and equipment needed to accomplish the project.
- Prepares purchase orders and justification for grounds materials, equipment, and supplies.
- Assists in the selection of grounds contractors and monitors the work to ensure completion according to contract specifications.
- Prepares a portion of or the entire annual budget for equipment, supplies, and personnel and provides justification for grounds department operational costs.
- Supervises the grounds department inventory system, including the requisitioning and proper distribution and control of equipment and supplies.

Performs the full range of supervisory duties.

- Interviews and selects staff, establishes training standards, and trains new employees.
- Evaluates work performance and recommends retention or termination of employees.
- Approves requests for leave and signs timecards.

Minimum Qualifications

Supervisor Grounds

Non-competitive: three years of experience and/or training in grounds maintenance work, of which one year involved supervision over subordinates; or one year as a Facility Operations Assistant 2 (Grounds).*

Head Grounds Supervisor

Non-competitive: four years of experience and/or training in grounds maintenance work, of which two years involved supervisory experience over subordinates; or one year as a Supervisor of Grounds.*

*When required to operate a motor vehicle, applicants must possess a valid New York State driver's license appropriate for the type of vehicle to be operated. As determined by the State agency or campus, some positions may be required to possess appropriate license or certification to apply pesticides, herbicides and other treatments.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 12/2020

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