

## I. DESCRIPTION OF WORK

Positions in this banded class manage specialized grounds and/or turf programs at a university, often in support of an athletic field. They are working supervisor positions. Responsibilities include development of an integrated turf maintenance program; plant and equipment operation and maintenance; development and implementation of fertilizer and pest management program and business administration. Work requires an understanding of turf grass maintenance.

## II. ROLE DESCRIPTIONS BY COMPETENCY LEVEL

Contributing	Journey	Advanced
Positions at this level manage specialized grounds and/or turf programs. Positions develop and manage a turf maintenance program, plant and equipment operation program, fertilizer and pest programs. Positions may oversee crews that maintain parking lots, trees and shrubs, roads and walkways, and irrigation systems. Positions perform administrative duties.	Positions at this level manage multiple specialized grounds and/or turf programs. Positions develop and manage a turf maintenance program, plant and equipment operation program, fertilizer and pest programs. Positions may oversee multiple crews that operate and maintain parking lots, trees and shrubs, roads and walk ways, and irrigation systems. Positions manage a small budget, and performs associated administrative duties for supervising a crew.	Positions at this level manage specialized grounds and/or turf programs. Positions develop and manage a turf maintenance program, plant and equipment operation program, fertilizer and pest programs of moderate scope and complexity. Positions supervise crews in the maintenance of parking lots, trees and shrubs, roads and walk ways, and irrigation systems. Positions manage a moderate budget, plan and organize work, and supervises projects as needed.

**III. COMPETENCIES**

Competency	Definition
<b>Knowledge-Technical</b>	Technical skill and knowledge of grounds/turf area(s) of assignment. Ability to keep current in equipment and standards and safety.
<b>Planning and Organizing Work</b>	Ability to develop plans to accomplish work operations and objectives. Ability to arrange and assign work to use resources efficiently. Advanced planning is more of a strategic nature to develop plans, organizational structures, and systems to fulfill legislative or mission driven organizational goals.
<b>Managing Work Processes</b>	Ability to measure and evaluate work processes, services and products to achieve organizational goals. Ability to redesign process as needed using best methods and technology to meet or exceed business needs. Ability to use appropriate methods to identify opportunities, implement solutions, and measure impact.
<b>Communication</b>	Ability to communicate technical information regarding programs and/or regulations to individuals and groups both within and outside work unit in a manner suited to the characteristics and needs of the audience. Ability to clearly and concisely convey information orally or in writing to individuals or groups. Ability to listen and respond appropriately to others.
<b>Financial Administration (Budgeting)</b>	Ability to plan and monitor the use of expenditures to meet organizational objectives and compliance; prepare budget documents and reports.
<b>Human Resources Management</b>	Ability to recruit, select, develop, counsel, discipline, and evaluate performance of employees to retain a diverse workforce; administer and ensure compliance with human resources policies and procedures.
<b>Safety and Health Compliance</b>	Ability to establish a culture of safety for employees and ensure that work processes are free from safety and health hazards, employees are properly trained and that programs are in place to ensure safety.

Note: Not all competencies apply to every position/employee; evaluate only those that apply. Competency statements are progressive.

**IV. COMPETENCY STATEMENTS BY LEVEL****Knowledge – Technical**

Technical skill and knowledge of grounds/turf area(s) of assignment. Ability to keep current in equipment and standards and safety.

Contributing	Journey	Advanced
<p>Ability to understand and apply the basic concepts, practices, and theories used in the technical specialty area.</p> <p>Ability to implement strategies and short-range goals for unit by applying appropriate trends and techniques to specialty area</p>	<p>Ability to apply a working understanding of concepts, practices, and theories used in the technical specialty.</p> <p>Ability to develop and implement strategies and short-range goals for unit by applying appropriate trends and techniques to specialty area.</p>	<p>Ability to apply a full expertise and understanding of concepts, practices, and theories used in the technical specialty area.</p> <p>Ability to develop and oversee implementation of strategies and long-range goals for unit by applying appropriate trends and techniques to specialty area.</p>

**Definitions:**

*Basic knowledge* - The span of knowledge minimally necessary to complete defined assignments.

*Working knowledge* - The span of knowledge necessary to independently complete defined assignments to produce an effort or activity directed toward the production or accomplishments of the work objectives.

*Full knowledge* - The broad scope of knowledge on the job that is beyond journey competencies.

## Planning and Organizing Work

Ability to develop plans to accomplish work operations and objectives. Ability to arrange and assign work to use resources efficiently. Advanced planning is more of a strategic nature to develop plans, organizational structures, and systems to fulfill legislative or mission driven organizational goals.

Contributing	Journey	Advanced
<p>Ability to plan and assign daily work to employees in accordance with established methods, procedures, and deadlines; participates in daily work.</p> <p>Ability to monitor daily work giving instructions to employees.</p> <p>Ability to observe and diagnose structural and horticultural problems; assesses condition and health of grounds/turf.</p>	<p>Ability to plan daily or weekly work to meet established objectives.</p> <p>Ability to establish deadlines and priorities of regular work assignments of the unit over a short-range period.</p> <p>Ability to assess the needs of the unit and recommends or makes minor changes in workflow, procedures, or assignments to accommodate changing priorities.</p>	<p>Ability to plan work operations; establish priorities, set deadlines, within established goals and objectives.</p> <p>Ability to modify or change work assignments, workflow or procedures to insure effective performance of all duties and delivery of services based on changing needs.</p>

## Managing Work Processes

Ability to measure and evaluate work processes, services and products to achieve organizational goals. Ability to redesign process as needed using best methods and technology to meet or exceed business needs. Ability to use appropriate methods to identify opportunities, implement solutions, and measure impact.

Contributing	Journey	Advanced
<p>Ability to explain and apply work rules, standards, and guidelines.</p> <p>Ability to provide input into establishing work standards, guidelines, and procedures.</p> <p>Ability to operate within assigned budget.</p>	<p>Ability to work with manager to assess and establish work standards, internal operating procedures, guidelines, and utilization of resources.</p> <p>Ability to determine applicability in unusual situations.</p> <p>Ability to monitor expenditures and identify potential budget issues.</p> <p>Ability to prepare budget and recommend needed expenditures and revisions to the budget.</p>	<p>Ability to establish, develop, and revise work standards, internal operating policies, guidelines, and procedures that directly relate to the work unit.</p> <p>Ability to determine applicability in controversial or precedent-setting situations.</p> <p>Ability to provide management support to ensure adherence to work rules, standards and guidelines and implements minor adjustments or changes.</p> <p>Ability to make major expenditures, subject to higher level approval.</p>

**Communication**

Ability to communicate technical information regarding programs and/or regulations to individuals and groups both within and outside work unit in a manner suited to the characteristics and needs of the audience. Ability to clearly and concisely convey information orally or in writing to individuals or groups. Ability to listen and respond appropriately to others.

Contributing	Journey	Advanced
<p>Ability to effectively use verbal and nonverbal skills to express routine or simple technical and/or program concepts and related facts in a clear, concise, organized and persuasive manner.</p> <p>Ability to communicate with other staff to ensure that tasks are completed correctly and in a timely manner.</p>	<p>Ability to effectively use verbal and nonverbal skills to express non-routine or moderately complex technical and/or program concepts and related facts in a clear, concise, organized and persuasive manner.</p> <p>Ability to lead staff in completing projects.</p> <p>Ability to report work concerns to higher-level management</p>	<p>Ability to effectively use verbal and nonverbal skills to express complex technical and/or program concepts and related facts in a clear, concise, organized and persuasive manner.</p>

**Financial Administration (Budgeting)**

Ability to plan and monitor the use of expenditures to meet organizational objectives and compliance; prepare budget documents and reports

Contributing	Journey	Advanced
<p>Ability to operate within assigned budget and recommend new budget needs.</p>	<p>Ability to evaluate budget needs and recommends priorities.</p> <p>Ability to make routine fund transfers and recommend decisions for significant fund transfers.</p>	<p>Ability to develop and project final budget proposals and justifies to higher administrative supervisors.</p> <p>Ability to ensure execution of budget in compliance with fiscal policies.</p>

**Human Resources Management**

Ability to recruit, select, develop, counsel, discipline, and evaluate performance of employees to retain a diverse workforce; administer and ensure compliance with human resources policies and procedures.

Contributing	Journey	Advanced
Ability to resolve minor problems and complaint on an informal basis.  Ability to participate with considerable influence in recruitment and selection process.  Ability to participate in performance appraisal, classification, compensation and salary administration issues.	Ability to resolve and recommend formal or informal performance/disciplinary actions up to and including dismissal.  Ability to decide on staffing, appointments, promotions, reassignments, et cetera.	Ability to develop departmental policies and procedures.  Ability to take action on performance/dismissal recommendations.  Ability to exercise delegated authority for all personnel administration actions, to include difficult, controversial or sensitive issues.

**Safety and Health Compliance**

Ability to establish a culture of safety for employees and ensure that work processes are free from safety and health hazards, employees are properly trained and that programs are in place to ensure safety.

Contributing	Journey	Advanced
<p>Ability to understand safety regulations and promote a safe work place.</p> <p>Ability to take the actions necessary to correct any identified safety deficiencies, within the timeframe provided.</p>	<p>Ability to understand agency and industry regulations governing safety and provide each employee with the tools, equipment, knowledge, and training to perform his/her duties in a manner free of recognized hazards that could cause injury or occupational illness.</p> <p>Ability to prevent recurrence of actual occupational injuries, illnesses, and similar events through investigation, research, and corrective action.</p>	<p>Ability to incorporate the requirements of safety and health policies and procedures into the mission, practices, and everyday work activities of their work unit.</p> <p>Ability to work with agency management to improve the overall safety atmosphere of the workplace for all employees and customers/clients.</p> <p>Ability to work with agency management to improve the overall safety atmosphere of the workplace for all employees and customers/clients.</p>

**V. MINIMUM TRAINING & EXPERIENCE**

Associate's degree and demonstrated possession of the competencies necessary to perform the work; or equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions.

Note: This is a generalized representation of positions in this class and is not intended to identify essential work functions per ADA. Examples of competencies are primarily those of the majority of positions in this class, but may not be applicable to all positions.