

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE:  NEW POSITION  EXISTING POSITION  
(allocated)

**PART I Position Information. Items 1 through 12 to be completed by department**

1. Agency Name: Kansas State University 9. Position Number: W0005607 10. Department ID: 3670009200

2. Employee Name (leave blank if position vacant): Garry L. Goff 11. Present Class Title (if existing position): Grounds Maintenance Supervisor II

3. Division: V. P. for Student Life 12. Proposed Class Title: \_\_\_\_\_

4. Section: Housing and Dining Services

5. Unit: Facilities Management

6. Location (address where employee works)  
City: Manhattan County: Riley

7. Type of Appointment (Circle)  
Full time Part time 100 %  
School: \_\_\_\_\_

Limited Term ending date (if applicable): \_\_\_\_\_

8. Regular hours of work: (enter appropriate time)  
FROM: 9:30 AM/PM TO: 4:00 AM/PM

H U M A N  R E S O U R C E S	<b>13. Allocation</b> <u>Grounds Maintenance Supervisor II</u>	
	Supervisory Status: <u>(yes)</u> / no FLSA Code: <u>(nonexempt)</u> / exempt	
	<b>14. Effective Date:</b> <u>2/10/09</u>	
	<b>15. By:</b> <u>[Signature]</u>	Approved: <u>KSB</u>
	<b>16. Audit(s):</b>	
	Date:	By:
	Date:	By:
	<b>17. Position Review(s)</b>	
	Date:	Date:
	Date:	Date:

**PART II Organizational Information. To be completed by department head or supervisor of the position.**

18. a) Briefly describe why this position exists. (Include how the position relates to the purpose, goal, or mission of the unit.)  
This position exists to provide a safe, well maintained living and learning environment for our residents, students and staff at Kansas State University.

b) If this is a request to reclassify a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.  
The responsibilities have been divided into two areas due to more specialized skills needed to support the renovation and maintenance of Housing grounds.

19. Who is the supervisor of the incumbent in this position? (Who assigns work, gives directions, answers questions and evaluates.)

Name	Title	Position Number
	Facilities Maint. Supervisor	W0005683 (proposed)

List other individuals who may provide input for evaluation purposes.		
Name	Title	Position Number
Cheryl M. Martin	Physical Plant Supervisor	W0005420

20. a) How much latitude is employee allowed in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

- a) Considerable latitude is given in scheduling work duties within established methods.
- b) Works independently without close supervision. Special or priority job instructions are given by the supervisor as needed. Work assignments are reviewed and evaluated by supervisor through on site inspections for results achieved.
- c) Oral or written instructions are given as needed.

21. Describe the work of this position using this page and/or one additional page only. (Please use the following format to create task statements for actual job duties:)

What is the action being done (use an action verb); to whom or what is the action directed (object of action); why is the action being done (describe the result or outcome expected); \*how is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task, state: Who reviews it? How often? What is it reviewed for?

Number each task and indicate percent of time and identify each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incidental or minimal part of the position or one that can be performed with assistance or by another individual. **OFFICIAL DETERMINATIONS ARE MADE BY CLASSIFICATION SERVICES.**

\*The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

No. % E or M

1. 35 E Supervises, plans, schedules, assists and instructs General Repair Maintenance Technician Sr., temporary classified and hourly student employees in the maintenance of Housing and Dining Services' grounds by following policies and procedures set forth by KSU, State and Federal laws reporting preparations to supervisor in order to facilitate adequate or improved job performance. This is done by making work assignments, coordinating activities with service contractors, other department supervisors, conducting staff meetings and orientation sessions, evaluating, counseling, coordinating and conducting on the job training and safety activities. Work is reviewed occasionally by supervisor for compliance with job standards. Recruits, hires and trains grounds maintenance personnel.
2. 20 E Assist in design, planning, coordinating and implementing irrigation and hardscape projects by directing employees assigning and performing trenching, excavating, leveling, plumbing and wiring for irrigation systems as well as grading, compacting, leveling and installing pavers and retaining walls for the department. Perform general grounds maintenance duties as required. Follow all state and federal laws and regulations associated with these tasks.
3. 15 E Prepares documents and estimates costs of irrigation and hardscape projects by developing computer generated reports, performing irrigation audits for proper operation and efficient use of water for all Housing and Dining Services' irrigation system and water features and by ordering pipe, fittings, valves, wire, controllers and heads for irrigation installation and maintenance as well as gravel, sand, pavers and block for hardscape installation and other related materials needed to complete projects and maintain housing grounds.
4. 15 E Assist and direct snow removal by operating hand shovels, tractors and power operated equipment, spreading salt and sand in order to provide safe sidewalks, steps, parking lots and other areas for students, tenants, employees and guests. Work will also be performed before and after normal working hours.
5. 10 E Directs and implements the moving and hauling operation for Housing and Dining Services' by scheduling pick up and delivery of items using the work order system to keep records as well as monitoring the organization of the storage warehouse.
6. 5 M Performs other duties as assigned. Work is reviewed during and after job completion. Maintains and files maintenance manuals and records accurately and completely in a timely manner.

General: Assignments are reviewed by supervisor for quantity and quality of completed work. Use correct lifting techniques in all lifting situations. Follow proper safety protocol in all working environments. Attends scheduled conferences and work shops. Employee is subject to calls outside regular work hours.

22. a) If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.

- Lead worker: Assigns, trains, schedules or oversees work of others.  
 Supervisor: Plans, staffs, evaluates, and directs work of employees of a work unit.  
 Manager: Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b) List the class titles, and position numbers of all persons who are directly supervised and evaluated by employee in this position.

Title	Position Number
General Maint. Repair Tech Sr.	W0042489
General Maint. Repair Tech Sr.	W0005545
Temporary Classified Employees	
Hourly Student Employees	

23. Which statement best describes the results of error in action or decision of this employee?

- Minimal property damage, minor injury, minor disruption of the flow of work.  
 Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.  
 Major program failure, major property loss, or serious injury or incapacitation.  
 Loss of life, disruption of operations of a major agency.

Please give examples and describe consequences of action.

Improper operation of heavy equipment or the misuse of pesticides could cause major injury or damage. Improper installation, maintenance or use of irrigation systems could result in costs for repair or replacement.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Work assignments are reviewed daily with other employees and supervisor. There are daily contacts with the public, departmental and other unit managers because of the nature of this position. Requires scheduling of utility locates prior to excavation projects and calling vendors to order parts and materials.

25. a) What hazards, risks or discomforts exist on the job or in the work environment?

Transporting heavy objects, operating power equipment, extreme weather conditions, exposure to chemicals, working off ground - (ladders, scaffolds, genic lift), working over head, noise hazards, electricity, moving and mechanical parts

b) Describe any methods, techniques, procedures or equipment that must be used to ensure safety for equipment, employees, clients and others.

Proper lifting techniques - ladder training - personal protective equipment when applying chemicals (follow state regulations). Follow safety rules and regulations as outlined in the department safety manual.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which each is used.

Daily- Trucks, tractors (bucket, blade), hand tools, computer, multimeter, power tools, computerized irrigation systems  
Weekly- Skid loader, genie lift, fork lift, mower, weed whip, chain saw, hedge trimmer, trailers, sprayers  
Monthly- trencher, tiller, backhoe, seeder, wet saw, transit, levels, compactor, stump grinder

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PART III Education, Experience and Physical Requirements Information.

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27. MINIMUM REQUIREMENTS as stated in the State of Kansas Class Specification. (Job skills beyond state specifications should be entered in #29)

Two years of experience in nursery/grounds maintenance and one year of supervisory experience. Education in nursery management, landscape, horticulture, agronomy, forestry or plant pathology may be substituted for experience as determined relevant by the agency.

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28. NECESSARY SPECIAL REQUIREMENTS

a) List any licenses, registrations or certifications for this position that are required to perform the essential functions of the position.

Valid drivers license upon employment. Commercial Pesticide Applicators certificate in 3A and 3B, Arborist certification and KSU Introduction to Supervision within 6 months of appointment. Backflow certification when offered.

b) Describe the physical requirements of the job as they relate to essential functions (focus on results, not methods of obtaining results).

Ability to transport heavy objects (minimum 50 lbs.) daily. Will be required to assist in transporting 75 lbs. occasionally. Work is generally performed by working overhead and stooping and bending repeatedly. Must have sufficient mobility to perform the essential functions of the position.

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29. PREFERRED QUALIFICATIONS AND SKILLS

a) List preferred education or experience that may be used to screen applicants.

Experience in the operation of an institutional grounds-maintenance unit. Experience installing hardscapes and irrigation systems.

b) List preferred special knowledge, skills and abilities.

Knowledge of the principles and practices of landscape design, plant physiology, pathology and proper plant health care. Knowledge of the principles and practices of supervision. Ability to read, interpret and work from sketches, blueprints and specifications, ability to complete concise and accurate reports and records. Ability to plan, organize, assign and evaluate the work of subordinates, ability to communicate clearly and effectively both orally and in writing. Ability to act with integrity; show consistency, practice dependability and reliability; remain diplomatic and display a high degree of initiative.

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30. BONA FIDE OCCUPATIONAL QUALIFICATION (BFOQ)

State additional qualifications for this position that are necessary as a bona fide occupational qualification (BFOQ).