

Class Specifications
for the Class:

GROUPS AND GENERAL SERVICES SUPERVISOR II
(GROUPS & GEN SVCS SUPVR II)

Distinguishing Characteristics:

Positions in this class are responsible for scheduling and supervising a sizable number of workers engaged in a wide variety of tasks, such as grounds maintenance and landscaping, tree trimming, refuse collecting, janitorial services, and the cleaning of roadways, cemeteries and the parking areas. Due to the extensive nature of the activities in various scattered work locales, work is accomplished through several subordinate supervisors.

Examples of Duties: (Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties that are not listed.)

Plans, schedules and reviews the work of employees performing tasks such as cleaning, sodding, mowing, planting, trimming, weeding, pruning, fertilizing, etc., of grounds and landscaped areas; supervises the use of insecticides, fungicides and herbicides; supervises the installation and maintenance of sprinkler systems; supervises the propagation of plants; schedules and supervises refuse collection for State buildings and grounds; supervises the cleaning of State-owned streets and parking areas; supervises the janitorial services for the various rural civic centers on Oahu; requisitions supplies; sees that tools and equipment are properly used and maintained; trains subordinates and evaluates employees' performance; keeps records and prepares reports; may estimate time and labor costs; and performs other duties as required.

Knowledge and Abilities Required:

Knowledge of: Propagation, cultivation, planting, pruning and care of plants, flowers, trees, and lawns; methods of soil preparation for planting; fertilizers and their uses; plant diseases and pests and means of their eradication or control; proper usage and maintenance of power equipment and hand tools; common equipment and materials used in janitorial work; safety practices; and principles and practices of supervision.

Ability to: Plan, schedule and coordinate the work of employees; estimate time and materials needed; maintain good working relationships with others; follow and give oral and written instructions; and keep records and prepare reports.

This is an amendment to the class specification for the class GROUNDS AND GENERAL SERVICES SUPERVISOR II (GROUNDS & GEN SVCS SUPVR II), approved on June 5, 1969.

DATE APPROVED: APR 12 2010



MARIE C. LADERTA
Director of Human Resources Development