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## FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

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**Job Family:** Maintenance

**Class Series:** Groundskeepers

**Grid:** 23

**Class Title:** Groundskeeper 5

### I. Level Definition

Positions at this level are in charge of the gardening and landscaping function in a large institution who supervises designated staff and perform administrative duties.

### II. Typical Duties

- (1) Supervises designated staff by performing duties such as scheduling and co-ordinating work assignments and determining related training and orientation requirements.
- (2) Performs administrative duties such as preparing budget for assigned area, preparing estimates of labour and material costs and monitoring gardening contract work.
- (3) Liaises with landscaping contractors.
- (4) Responsible for ordering capital equipment supplies for gardening.
- (5) Performs related duties as assigned.

### III. Qualifications

#### (1) Education, Training and Experience

Graduation from a recognized program in Horticulture as well as three years' recent related experience including one year's supervisory experience or an equivalent combination of education, training and/or experience.

#### (2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to operate related equipment.
- (v) Ability to organize work.
- (vi) Ability to supervise.