

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CORRECTIONS GROUNDS SUPERVISOR

POSITION CODE: 09796
Effective: 2-16-01

DISTINGUISHING FEATURES OF WORK:

Under direction, supervises employees and residents engaged in the care and restoration of grounds and greenhouses in a state correctional facility; supervises seeding, planting, and trimming of flower beds, shrubbery and trees, sodding and minor earth grading involved in soil erosion control and the improvement and maintenance of parks and roadsides; conducts programs for the prevention of soil erosion and plant diseases; may operate related power driven equipment; supervises mowing and trimming of lawns; maintains safety, sanitary, security and custodial measures.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Directs the propagation, planting, transplanting and pruning of trees, shrubs and flower beds; supervises the removal of dead or diseased trees and shrubs.
2. Directs the use of insecticides for the prevention and treatment of plant and tree diseases.
3. Directs the use of power equipment, such as chain saws, power mowers, tractors and graders in the maintenance of institution grounds; makes minor repairs to equipment.
4. Directs a program for the prevention of soil erosion; takes preventative or restorative measures as indicated.
5. Supervises the landscaping and maintenance of institution grounds and greenhouses; supervises grave digging and stone setting.
6. Supervises and assists in the seeding, grading, rolling and sodding of highway roadsides, park areas and lawn plots; makes minor repairs to roads and buildings; directs snow and ice removal from roadways and walks.

CORRECTIONS GROUNDS SUPERVISOR (Continued)

7. Directs workers involved in maintaining the school athletic field, swimming pool markings, running lanes, marking jumping pits and laying out plots for track events.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years high school.

Requires two years experience in grounds maintenance and gardening.

Requires completion of an approved course in guard training within six months of employment.

Knowledges, Skills and Abilities

Requires extensive knowledge of grounds maintenance equipment and insecticides.

Requires extensive knowledge of plant husbandry.

Requires extensive knowledge of institution rules, regulations and requirements for the control of residents.

Requires ability to plan and lay out work according to requirements of assignments and to lead residents by example and instruction.

Requires ability to estimate and effect economical usage of materials or supplies.

Requires ability to prepare reports of unusual happenings, accidents or violations of rules by employees and residents and operational reports.

Requires ability to enforce disciplinary, safety, security and custodial measures for the control of residents.

Requires ability to read, interpret and prepare blueprints and plans.

Requires ability to follow oral and written instructions.

Requires ability to think clearly and exercise forceful initiative in emergency situations.

Requires skill and operation of power or hand driven equipment.