

OKLAHOMA DEPARTMENT OF AGRICULTURE, FOOD AND FORESTRY RECRUITMENT NOTICE

~~~ PLEASE POST ~~~

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The Oklahoma State Department of Agriculture, Food, and Forestry is accepting applications for the following position in the Forestry Services Division:

## GROUNDSKEEPER, F77A

NUMBER OF VACANCIES: One

POSITION NUMBER: 04000132

ANNOUNCEMENT NUMBER: 11-08

**Level:** I

**Salary Band:** E

**Hiring Range:** \$1,466.67 - 2,424.50

**Work Location:** 820 N. E. 12<sup>th</sup> Avenue, Goldsby, OK

**Supervisor of Position:** Scott Huff, Forest Regeneration Specialist III

**Posting Date and Time:** Thursday, September 1, 2011 - 8:00 a.m.

**Application Deadline:** Monday, October 31, 2011 at 5:00 p.m.

**Special Requirements:** Applicants must possess a valid Oklahoma driver's license and be willing and able to fulfill all job-related travel (including in-state, out-of-state and overnight travel).

"Position Profile" attached \*

**Applicant Source:** Applicants responding to this announcement must have permanent status in the classified service with the Department of Agriculture, Food, and Forestry or any Oklahoma State Agency, or be eligible for reinstatement to the classified service. Department may consider any and all recruitment sources under the Oklahoma Personnel Act. Additionally, ODAFF may request a Certificate of Eligibles from the Office of Personnel Management.

**Method of Application:** Current State of Oklahoma employees in the classified service or those having reinstatement rights to the classified service must submit the following application materials:

- ♥ A cover letter stating the title and announcement number of the position for which you are applying, a mailing address, a daytime telephone number where you may be reached and your e-mail address.
- ♥ A completed original (with original signature) Office of Personnel Management Personal Data Summary Sheet (OPM-4B)
- ♥ A copy of most recent Performance Management Process (PMP) and current Leave records
- ♥ A resume (with references)

This information should be submitted to Dinah Dean, Human Resources Office, Oklahoma Department of Agriculture, Food, and Forestry, P. O. Box 528804, Oklahoma City, OK 73152, by 5:00 p.m. on October 31, 2011.

Applicants who have no previous classified State service, applicants in unclassified status or applicants currently in probationary status must apply online through the Office of Personnel Management OKCAREERS link at [www.opm.ok.gov](http://www.opm.ok.gov).

**For Further Information Concerning These Positions Please Contact:** Scott Huff at (405) 288-2385.

**Six (6) month trial period or one (1) year probationary period may be required.**

*The ODAFF does not accept transfers of permanent classified employees. Current State employees will be required to serve one-year probation as a reinstatement to the classified service.*

\*The job family descriptor (JFD) for this position is available at [www.opm.ok.gov](http://www.opm.ok.gov)

\*\*\*\*\* An Equal Opportunity Employer and Provider \*\*\*\*\*

# **Job Profile: Groundskeeper**

## **Oklahoma Department of Agriculture, Food and Forestry Forestry Services Division**

### **INTRODUCTION**

The following is a summary of the primary duties and responsibilities typically assigned to the Groundskeeper position located at Oklahoma Forestry Services' Area Office in Goldsby. The Groundskeeper is a field supervisory level position that reports to the Forest Regeneration Center Manager. This position's primary function is to coordinate, supervise and transport temporary/inmate labor and to organize grounds maintenance and related tasks in support of the production and distribution of state-grown tree seedlings.

### **DUTIES AND RESPONSIBILITIES**

#### **Typical Groundskeeper duties include the following:**

- Supervise and transport temporary labor or inmates to carry out practices at the Forest Regeneration Center and Area Office complex that include maintenance of established trees and turf, windbreaks, drainage ways and flower beds; and application of various cultural practices in tree seedling nursery beds, including weed control, irrigation and pest control.
- Utilize all assigned tools and equipment, including mowers, trimmers, vehicles, tractors, fertilizer applicators, disks and cultivators, and maintain in a safe, efficient, reliable condition. Purchase parts and supplies as directed.
- Maintain necessary vehicle log books, time records and work force productivity reports according to the Departments of Corrections and Agriculture operational guidelines and procedures on equipment and field operations.
- Assist in the development and implementation of an effective grounds maintenance safety program to ensure all equipment, procedures and facilities are safe and in accordance with agency, state and federal standards. Participate in training and assist with the development and implementation of training programs for permanent and temporary employees, and on-the-job training of temporary and inmate labor.

### **KNOWLEDGE, SKILLS AND ABILITIES**

The Groundskeeper needs knowledge in Forest Regeneration or Tree Improvement operations; horticultural practices, including propagation of tree seedlings; fertilizers and pesticides; farm machinery; tree and lawn care, such as planting, pruning, spraying and pest control; use of machines, tools and materials in lawn care and landscaping; greenhouse and nursery techniques; and recordkeeping principles and practices.

Skill is required to operate equipment and tools used in plant and lawn care, and grounds maintenance. Skills are needed in communications, problem solving and planning; the ability to develop effective working relationships with a wide variety of people, resolve complaints and exercise independent thinking and judgment, to express ideas clearly and concisely, orally and in writing; and to follow instructions.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

**Duties are carried out in a variety of environments ranging from an office, mechanic's shop or outdoors. The employee is typically sitting, standing, stooping, driving, twisting, reaching, bending, lifting, climbing or walking on a variety of uneven surfaces.**

Employee must be capable of lifting and moving light objects (less than 25 pounds), such as boxes, books, furniture, supplies, equipment and tools; as well as heavy objects (25 pounds or more), with or without the use of applicable equipment, such as a dolly, including bags of fertilizer, pesticides, hydro-mulch, moss, packages of seedlings, shipping supplies, equipment parts and supplies.

Grounds maintenance and fieldwork is performed outdoors, often in rough terrain and in hot, cold, wet, windy or inclement weather. The employee must be able to travel by vehicle to forested sites and traverse on foot rough, uneven ground. Outdoor work may expose employee to dust, pollen, smoke, chemicals (herbicides, fumigants, fungicides, automotive solvents, acids, fertilizers), severe weather, snakes, insects and varying levels of noise from farm tractors and other equipment. Travel may expose employee to hazardous driving and traffic conditions. Work in the office and with the public may expose employee to contagious or infectious diseases and minor illnesses.

## **EQUIPMENT OPERATION**

Work will include the use of a wide variety of equipment, including hand tools, ladders, soil samplers, garden and forestry tools, office machines, computer, vehicles (car, pickup, passenger van, 1-ton to 5-ton trucks), farm tractors and implements, lifts, mowers, chainsaws, seed-cleaning equipment, seedling-processing equipment, etc.

## **TRAVEL AND SPECIAL REQUIREMENTS**

The employee must have a valid Oklahoma driver's license with an acceptable driving record in order to operate a vehicle and be willing and able to perform all job-related travel normally associated with this position. A CDL (Commercial Drivers License) is desirable, and may be requested as part of the training during the one-year probationary period. The time in travel status is seasonal and varies considerably, with an average of 10-20 percent per year. Travel may occur throughout the State and an overnight stay may be required.

Employees are required to have instruction and training by the Oklahoma Department of Corrections on their policies and procedures and be certified to supervise and transport inmate crews. Certification by the Department of Agriculture as a Pesticide Applicator must be obtained prior to the completion of a one-year probationary period.