

# OKLAHOMA DEPARTMENT OF AGRICULTURE, FOOD, AND FORESTRY

## RECRUITMENT NOTICE

~~~ PLEASE POST ~~~

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

### GROUNDSKEEPER I, F77A, Level I

NUMBER OF VACANCIES: One (1)

POSITION NUMBER: 04000132

ANNOUNCEMENT NUMBER: 16-37

**Salary Band:** E

**Monthly Salary:** \$1,788.94

**Work Location:** Forest Regeneration Center, 830 N E 12<sup>TH</sup> Avenue, Goldsby, OK

**Supervisor of Position:** Regeneration & Tree Improvement Manager (position currently vacant)

**Posting Date and Time:** Thursday, October 13, 2016 at 8:00 a.m.

**Application Deadline:** Monday, October 31, 2016 at 5:00 p.m.

“Position Profile” is attached

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**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 Human Capital 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 (including a mailing address and a daytime telephone number where you may be reached)
- « A completed Office of Personnel Management Personal Data Summary Sheet (OPM-4B)
- « A copy of their most recent Performance Management Process (PMP)
- « A résumé (including three references)

**This information should be submitted to:** Human Resources Manager, Oklahoma Department of Agriculture, Food, and Forestry, P. O. Box 528804, Oklahoma City, OK 73152 or personally delivered to the agency located at 2800 N. Lincoln Boulevard, Oklahoma City, OK prior to deadline stated above. Faxed or e-mailed application materials will not be accepted.

Applicants who have no previous classified State service, applicants in unclassified status or applicants currently in probationary status must apply online through the **Human Capital Management Division link at [jobs.ok.gov](http://jobs.ok.gov)**

**For Further Information Concerning This Position Please Contact:** Scott Huff at (405) 522-6147.

**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 \*\*\*\*\*

# **POSITION PROFILE**

## **Groundskeeper, G77A Forestry Services Division**

This position is assigned responsibilities for providing assistance in maintaining Forest Regeneration Center Grounds and to aid in various cultural operations in growing tree and shrub seedlings. This may include supervising temporary farmhands and an inmate crew of up to 24 inmates, who are assigned to do most of the physical labor. They will also have the responsibility for maintaining records for various cultural activities and reports for the use of inmate labor.

The functions within this job family will vary by level and will include the following:

- Performs and supervises work involving landscape activities such as the installation and maintenance of turf areas, flower beds, shrubs and trees.
- Maintains necessary records of time, material, supplies and work performed.
- Fertilizes and applies insecticides, herbicides and fungicides for pest control on trees, lawns, gardens and/or greenhouse plants.
- Loads and transports soil and fertilizers; cultivates and weeds soil for gardens or lawns and seeds new lawns.
- Mows and trims grass with hand and power mowers; operates trucks and tractors; services and makes minor repairs to equipment. Once qualified, this will include equipment maintenance and safety training.
- Seeds, sods or plants grounds. Maintain the facilities trees, shrubs, and grass.
- Supervises and participates in fertilizing, planting and cutting of plant material.
- Assist with scheduling and application of irrigation for plant materials.
- Instructs laborers in all grounds maintenance and greenhouse work.
- Performs various administrative tasks as required, including timecards, p-cards, inmate records, fertilizer applications, chemical use, harvest records and maintenance records.

This is the career level of this job family where employees are assigned responsibilities for performing a full range of duties in the care and maintenance of lawns and grounds on State owned or leased property and the supervision, as a working leader, of crews engaged in performing various grounds work and other cultural related activities for plants.

***Knowledge, Skills, and Abilities*** required at this level include knowledge of lawn care and gardening methods, such as planting, pruning and spraying; the use of machines, tools and materials in lawn care and landscaping; of greenhouse and nursery techniques; of the care of plants; and of various plant disease and insect control. Skill is required to operate equipment, tools and materials used in plant and lawn care and to follow oral and written instructions.

***Education and Experience*** requirements at this level consist of one year of experience in gardening, nursery, greenhouse plant care work.

### **SPECIAL REQUIREMENTS:**

- Must have a valid Oklahoma driver's license during the appointment to operate vehicles and equipment associated with the duties of this position.
- Possession of a Certified Pesticide Applicators License may be required within six (6) months of appointment for those applying and working with pesticides.
- Must attend training related to working with inmate labor provided by Department of Corrections within six (6) months of appointment
- Applicants must be willing and able to fulfill all job-related travel requirements normally associated with the position.