

# Grounds/Site Operations – Subsidiary 12

## APS Benchmark Listings

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Sub.	Bench- mark No.	Department	Working Title Job Title	Know-How				Creativity/ Problem Solving		Responsibility		Total Points
				Prof./ Cont.	Comp. Div.	H.R. Skills	Points	%	Points	Profile	Points	
<b>Grounds/Site Operations 2 (Point Range 192 - 227)</b>												
012	<a href="#">124GS01</a>	Infrastructure	Gardener	C+	I	2	132	25	33	R1	38	203
<b>Grounds/Site Operations 1 (Point Range 85 - 134)</b>												
012	<a href="#">121GS01</a>	Infrastructure	Grounds Worker	B+	T	1	66	16	10	R1	12	88

Last Review / Update: 2016-03-11

# Subsidiary 12

## Benchmark Evaluation - 124GS01

### Identification Section

<b>Working Title:</b>	Gardener
<b>Department:</b>	Infrastructure
<b>Division, Branch/Unit:</b>	Properties, North Region, Provincial Museum, Edmonton
<b>Reports To:</b>	Facilities Manager
<b>Levels to D.M.:</b>	6
<b>Job Description:</b>	<a href="#">124GS01</a>
<b>Minimum Recruitment Standard:</b>	See the <a href="#">Minimum Recruitment Standards</a> for Grounds/Site Operations
<b>Job Code:</b>	<a href="#">124GS</a> - Grounds/Site Operations 2

### Comments on Role

Position is a working supervisor responsible for the grounds of a highly used and prominent area. Oversees the work of contracted resources maintaining the hard and soft landscaping of the Alberta Provincial Museum and Archives grounds.

### Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
C+I2 132	25% 33	R1 38	203

### Comments on Evaluation

- **Knowledge:**

Position requires a solid understanding of landscape horticultural practices and plant identification in order to attend to all aspects of the care of plants and trees on the site including propagation, pruning and pesticide application resulting in the C+ rating. Supervisory responsibilities require position to have an understanding beyond a task focus. Position must exercise considerable communication skills to direct resources and influence contractors.

- **Creativity/Problem Solving:**

Problems include the design of exterior and interior landscapes with bedding plants, perennials, flowering plants, cut flowers and pest management. Designing landscapes requires the latitude to make decisions within defined parameters such as budget and public expectations.

- **Responsibility:**

Position is highly focused on ensuring grounds and site maintenance services are provided effectively and efficiently.

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**Last Reviewed:** May 23, 2003

Last Review / Update: 2016-03-11

# Subsidiary 12 Benchmark Job Description - 124GS01

## Identification Section

<b>Working Title:</b>	Gardener
<b>Department:</b>	Infrastructure
<b>Division, Branch/Unit:</b>	Properties, North Region, Provincial Museum, Edmonton
<b>Reports To:</b>	Facilities Manager
<b>Levels to D.M.:</b>	6

## Purpose

**(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)**

The Gardener is responsible for the maintenance of hard and soft landscaping of grounds, pools, fountains, moat and terrace at the Alberta Provincial Museum and Archives. Position supplies and maintains flowers, plants and tropical plants within Government House, the Lieutenant Governor's residence and the Provincial Museum. Position oversees the work of in-house staff and contracted resources.

## Responsibilities and Activities

**(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)**

1. Assigns, supervises and inspects grounds workers and landscape contractor work at the Lieutenant Governor's residence, Government House and the Provincial Museum and Archives. Performs visual landscape inspections and follows up with a written report. Prepares for and supervises the preparation of grounds for special functions such as Heritage Day, Royal visits, garden parties and the Christmas lighting project.

2. Designs and drafts the annual flowerbed layouts.
3. Directs, supervises and assists with year round maintenance at the Lieutenant Governor's residence including turf maintenance, mowing, planting, weeding, preparing and planting flowerbeds, pruning, spraying, control of pests, snow removal, cleaning the moat and other related tasks.
4. Develops, implements and maintains floral arrangements by supplying and placing interior tropical and flowering plants, centerpieces and cut flower arrangements at the Lieutenant Governor's residence, Government House and the Provincial Museum.
5. Plans, directs, implements and supervises daily work schedules for the grounds maintenance contract and tree maintenance, as well as one time jobs such as parking lot painting or filling pot holes.
6. Supervises, directs and ensures that snow removal contractor removes ice and snow from all entrances, sidewalks and driveways on a continuous basis for the Provincial Museum and Government House.
7. Miscellaneous responsibilities include ordering supplies and flags, preparing reports and preparing grounds maintenance costing as well as the maintenance of two government vehicles and grounds equipment including a bobcat.

## Scope

**(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)**

Position supervises major landscaping maintenance and snow removal contracts for the grounds at the Lieutenant Governor's residence, Government House and the Provincial Museum and Archives. Position designs exterior and interior landscapes that include bedding plants, perennials, flowering plants and cut flowers.

## Contacts

**(Main contacts of this position and the purpose of those contacts.)**

Requires courtesy and diplomacy to deal directly with the Lieutenant Governor, Protocol Officers and the Director of Operations at Government House. Provides direction to on-site contractors and will discuss the level of their service.

## **Knowledge, Skills and Abilities**

**(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)**

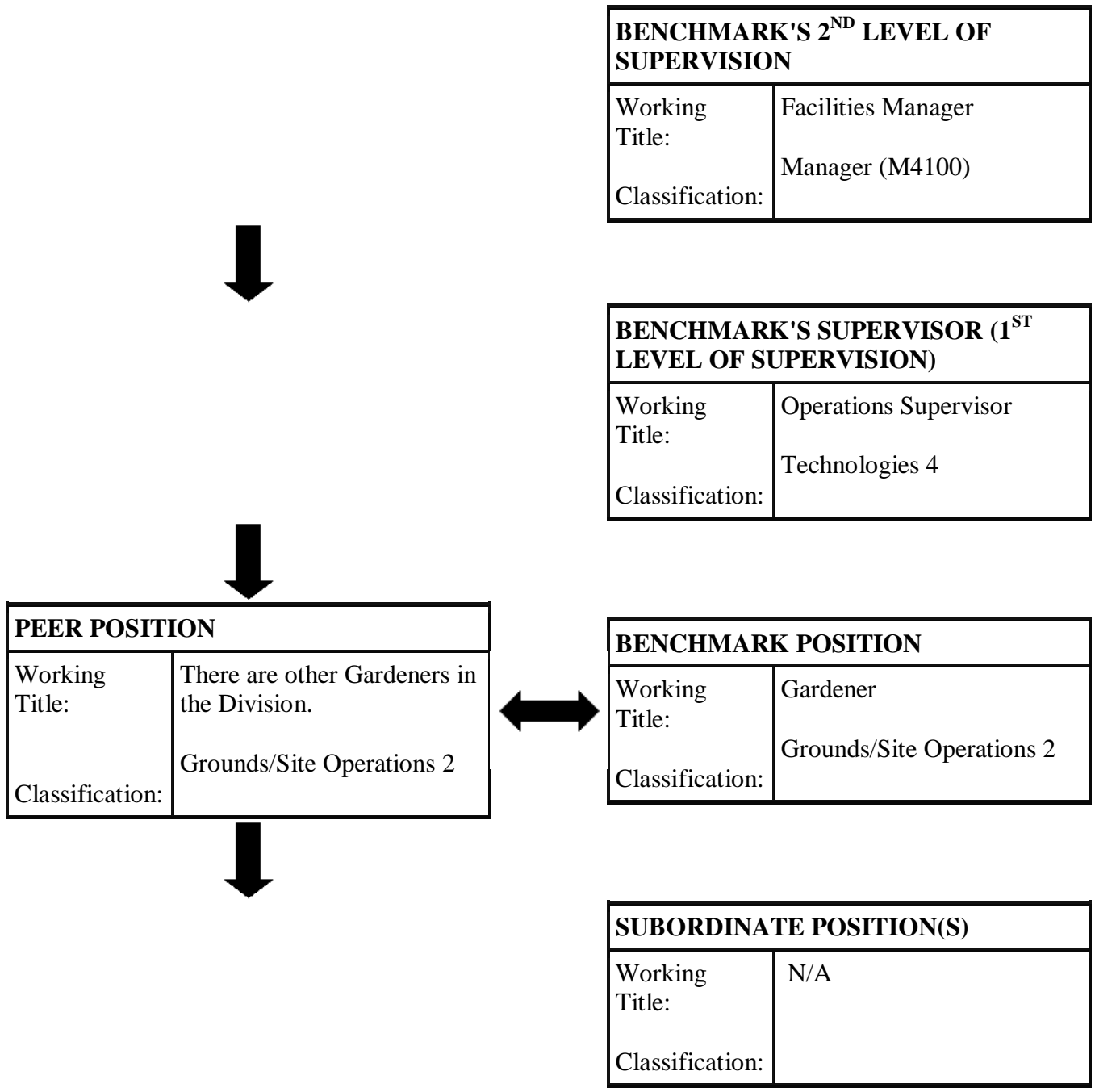
- Requires a good working knowledge of horticulture to be able to attend to all aspects of the care to plants and trees on-site including propagation, pruning and pesticide application.
- Requires a good knowledge of grounds maintenance and equipment.
- Position must have a good understanding of contract administration and the ability to ensure contractor performance.

## **Organization**

**(Working titles of positions reporting directly to this position.)**

Directs the work of several contracted resources performing grounds maintenance activities. Supervises seasonal staff.

# Organizational Chart



Last Review / Update: 2016-03-11

# Subsidiary 12

## Benchmark Evaluation - 121GS01

### Identification Section

<b>Working Title:</b>	Groundswoker
<b>Department:</b>	Infrastructure
<b>Division, Branch/Unit:</b>	Property Management, Government Centre
<b>Reports To:</b>	Legislative Grounds Supervisor
<b>Levels to D.M.:</b>	6
<b>Job Description:</b>	<a href="#">121GS01</a>
<b>Minimum Recruitment Standard:</b>	See the <a href="#">Minimum Recruitment Standards</a> for Grounds/Site Operations
<b>Job Code:</b>	<a href="#">121GS</a> - Grounds/Site Operations 1

### Comments on Role

Position is responsible for maintaining the Legislature grounds. Position does basic gardening such as planting and weeding flowerbeds and pruning trees as well as cleaning sidewalks and curbs. Removes snow in the winter. Assists in greenhouse operations.

### Evaluation

Knowledge	Creativity / Problem Solving	Responsibility	Total Job Points
B+T1 66	16% 10	R1 12	88

### Comments on Evaluation

- **Knowledge:**

Position requires knowledge of ground maintenance procedures. Also requires some understanding of gardening and of greenhouse operations where it assists the gardeners. B+ rating recognizes diversity of gardening, ground maintenance and greenhouse tasks. Position is focused on its own tasks and only involves the normal exchange of information.

- **Creativity/Problem Solving:**

The position normally operates independently and will deal with a variety of similar problems and situations where detailed standard practices exist, or as learned from past experience.

- **Responsibility:**

Position maintains grounds.

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**Last Reviewed:** May 23, 2003

Last Review / Update: 2016-03-11

# Subsidiary 12 Benchmark

## Job Description - 121GS01

### Identification Section

<b>Working Title:</b>	Groundswoker
<b>Department:</b>	Infrastructure
<b>Division, Branch/Unit:</b>	Property Management, Government Centre
<b>Reports To:</b>	Legislature Grounds Supervisor
<b>Levels to D.M.:</b>	6

### Purpose

**(Brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.)**

The Groundswoker is responsible for maintenance of hard and soft landscaping on the Legislature Grounds. Position will prepare, plant and weed flowerbeds, maintain shrub beds, prune trees and shrubs, trims hedges and removes site refuse. Cleans sidewalks, curbs and gutters, and in winter removes snow and ice, sands the sidewalks and maintains the skating rink.

### Responsibilities and Activities

**(Purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework, and what the added value is.)**

1. Prepares, plants and weeds flowerbeds, and maintains the shrub beds.
2. Removes snow and ice from sidewalks, and sand.
3. Floods and cleans the skating rink.

4. Prunes trees and shrubs.
5. Performs general ground maintenance such as cleaning the litter and removing the refuse.
6. Assists gardeners by performing similar duties in the Greenhouse.

## Scope

**(Illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job.)**

Position performs general labour duties in support of maintaining the hard and soft landscaping of the Legislature Grounds.

## Contacts

**(Main contacts of this position and the purpose of those contacts.)**

Will take instructions from a superior and provide basic information.

## Knowledge, Skills and Abilities

**(Most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.)**

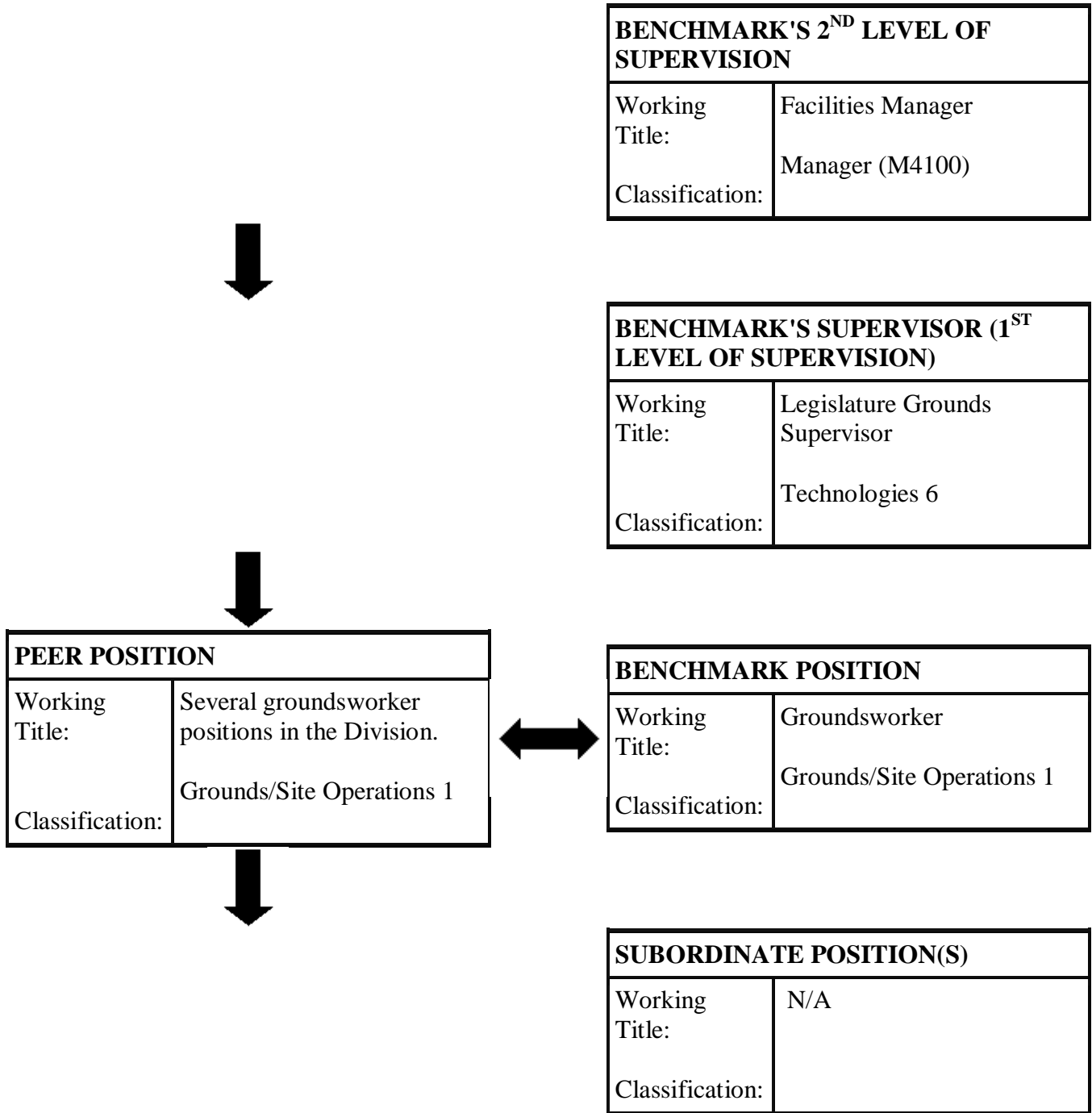
Requires some knowledge of ground maintenance procedures and landscape gardening.

## Organization

**(Working titles of positions reporting directly to this position.)**

This position has no supervisory responsibilities.

**Organizational Chart**



Last Review / Update: 2016-03-11