

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services. Agency Number

CHECK ONE:  NEW POSITION  EXISTING POSITION

**Part I - Items 1 through 12 to be completed by department head or personnel office.**

1. Agency Name KANSAS HISTORICAL SOCIETY	9. Position No. K0056788	10. Budget Program Number 96510	Position Number
2. Employee Name (leave blank if position vacant) Vacant		11. Present Class Title (if existing position) General Maintenance and Repair Technician	
3. Division ADMINISTRATION		12. Proposed Class Title	
4. Section MAINTENANCE	For Use By Personnel Office	13. Allocation	
5. Unit		14. Effective Date	
6. Location (address where employee works) City TOPEKA County SHAWNEE		15. By _____ Approved	
7. (circle appropriate time) Full time permanent		16. Audit Date: _____ By: _____ Date: _____ By: _____	
8. Regular hours of work: (circle appropriate time) FROM: 7:00 AM TO: 4:00 PM		17. Audit Date: _____ By: _____ Date: _____ By: _____	

**PART II - To be completed by department head, personnel office or supervisor of the position**

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
Robert Arnold	GROUNDS SUPERVISOR II	K0102150

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
SAME		

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

This employee is responsible for all grounds and landscape duties, the related equipment operation and repair, and service for general building maintenance and repair work. Employee works according to the established guidelines and expectations, has considerable latitude in the performance of skilled tasks, acts independently in routine tasks, provides leadership in group activities or in the absence of the supervisor, prioritizes, schedules and assigns work activities, consults the supervisor on special assignments and skilled craftsmen in the performance of some special building/systems maintenance needs. During week-end, holiday and on call services, position determines the need for services, schedules their own hours and works independent and unsupervised.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:)

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

<p>Number each task and indicate percent of time</p>	<p>This position is responsible for grounds/landscape services, small and heavy equipment operations, the maintenance and repair work of that equipment and for building maintenance duties required at the Kansas History Center which include the Kansas Museum of History, Center for Historic Research, Potawatomi Mission, Stach school house and Warehouse. The site has a total of 80 acres and a variety of landscape settings with different and special needs (groomed landscapes, special landscape plantings and a nature trail with historic and natural interpretations). These services may also be provided in support of other historic sites throughout the state.</p>
<p>1.) 30 % (E)</p>	<p><b><u>Grounds / landscape services</u></b></p>
	<p>Performs grounds keeping services by knowledge of proper and safe procedures which includes cutting, trimming and edging all turf areas, picking up and emptying trash containers, sweeping steps and paved areas, removing snow and ice from sidewalks, steps and parking lots, maintaining nature trails by application of materials such as wood chips or rock, removing trees and cutting fire wood.</p>
	<p>Performs horticulture related duties which include trimming hedges and trees, raking leaves, planting and weeding flower beds, shrubs, trees and turf, applying related chemicals ( pesticides, herbicides ), watering and fertilizing lawns, trees, shrubs and flowers, performing range management duties such as burning native grasses and applying weed and woody vegetation control.</p>
	<p>Performs preventive maintenance and repair work on roads, sidewalks, trail bridges and parking lots i.e. applying gravel or cement, sealing cracks and asphalt paving, painting stripes or markings, installing or repairing signs or benches. Maintains heat in Stach school, monitors event schedule, starts fire, maintains supply of coal and wood. Provides services for outside events, setting up tables, tents, fences and signs.</p>
<p>2.) 20 % (E)</p>	<p>Performs a variety of special work assignments, landscape projects may require the moving or tilling of soil and rock, bridge repair work, fence repair and installation, table repair, erosion control on creek banks and water ways which may require rock and soil placement or tree removal from channels. Position installs and repairs irrigation systems and assists with the repair of buried electrical and plumbing systems through the operation of digging equipment and assisting special craftsmen.</p>
	<p><b><u>Equipment operation</u></b></p>
<p>3.) 30% (E)</p>	<p>Operates small and heavy equipment in the performance of grounds maintenance, special landscape projects and system repair work such as irrigation, electrical or plumbing. Equipment will include tractors, riding mowers, backhoes, loaders, forklifts, work lifts, augers, tree spades, snow blowers, etc. Special rented equipment that may be required during larger projects.</p>
	<p><b><u>Equipment maintenance and repair</u></b></p>
<p>3.)15 % (E)</p>	<p>Performs the required maintenance service and mechanical repair work needed for all related equipment, i.e utility vehicles, tractor, riding mowers, trimmers, edger, snow blowers, chain saws, trucks, trailers, irrigation equipment, vehicles and other related equipment. Position will fabricate and modify new and existing equipment or accessories by designing, purchasing material and constructing. Duties will require mechanical knowledge and skill levels and the ability to provide welding services, position documents all service activities according to established procedures.</p>
	<p><b><u>General building maintenance &amp; systems</u></b></p>
	<p>Performs general building maintenance services such as repairing interior walls, caulking exterior walls and windows, preparing and painting walls and all types of mechanical equipment repair, installs and replaces pipe insulation and markers, provides all types of welding. Services doors and hardware such as openers, closers, locks and hinges,</p> <p>Provides service and repair work in plumbing, electrical, heating, ventilation and mechanical work.</p>
<p>4.) 5 %</p>	<p><b><u>Other duties as requested</u></b></p>
	<p>Performs related duties as requested which may include but are not limited to misc equipment repair (tables, chairs, furniture, saws, drills, fans,ect ), roof repairs, special event services, animal control, security, moving furniture or artifacts.</p> <p>Employee is subject to emergency services, overtime or flexed hours. As part of winter service needs, work schedule will be flexible in response to facility hours and activities. All duties and responsibilities will be performed in accordance with established priorities and expectations.</p>

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22. a) If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.

- Lead worker assigns, trains, schedules, oversees, or reviews work of others.
- Plans, staffs, evaluates, and directs work of employees of a work unit.
- Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title	Position Number
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23. Which statement best describes the results of error in action or decision of this employee?

- Minimal property damage, minor injury, minor disruption of the flow of work.
- Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
- Major program failure, major property loss, or serious injury or incapacitation.
- Loss of life, disruption of operations of a major agency.

Please give examples.

Misuse of horticulture (herbicides, pesticides ) and special paint or related chemicals may result in public or personal injury.

Improper operation of small and heavy power equipment may cause public or personal injury and/or cause major equipment damage.

Improper procedures in mechanical service and repair work and in building system repair work could cause personal injury, major property damage and Agency disruption.

Improper procedures while moving or loading furniture, museum artifacts, wood, dirt, rock or other misc. items may cause damage to historic artifacts, buildings, materials, furniture or equipment, personal injury may also happen through improper lifting procedures.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Has contact with staff and public while carrying out duties on a daily basis.

Has contact with vendors for the purchase of material or supplies and with contractors regarding special work projects or service contracts

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25. What hazards, risks or discomforts exist on the job or in the work environment?

Equipment operation and maintenance such as gas/diesel powered equipment has considerable risks if misused or improperly operated.

Electrical shock, toxic and acid containing chemicals, possible falling from ladders, scaffolding or work platforms. Heavy lifting, extreme heat and cold conditions, exposure to insect bites, wasps, bees, ect., exposure to dust, mold, pollen, poison ivy.

