

SECTION 1

Organization Structure ([see attachments 8.1, 8.2 and 8.3](#))

1.1 Management and Supervisors

Currently there is a Roads and Grounds Manager and a Group Leader providing management and oversight for the group. Job descriptions for all positions can be found at:

http://wdrs.fnal.gov/job_descript/groundskeeping/groundskeeping_family.html

1.2 Lead Groundskeepers

There are currently 4 Lead Groundskeepers on staff and a Lead Mechanic. Lead Groundskeepers/Mechanic have broad knowledge of one or more of the group's programs. They may act as the direct supervisors for Sr. Groundskeepers and Groundskeepers. They are responsible for emergency snow call-ins over the winter months. This is a working position with some program and supervisory responsibilities.

http://wdrs.fnal.gov/job_descript/groundskeeping/ld_groundskeepr.html

1.3 Senior Groundskeepers

There are currently 8 Sr. Groundskeepers on staff. In general a Sr. Groundskeeper has the knowledge and experience to perform effectively all or the vast majority of the department's functions. The job description for this position can be found at:

http://wdrs.fnal.gov/job_descript/groundskeeping/sr_groundskeepr.html

1.4 Groundskeepers

There is currently one Groundskeeper on staff. This position is an entry-level position that allows a new employee to develop his/her skills and gain more experience, training and other instruction. After a Groundskeeper has become proficient in performing most of the department's responsibilities, that employee is promoted to Sr. Groundskeeper. The job description for this position can be found at:

http://wdrs.fnal.gov/job_descript/groundskeeping/groundskeepr.html

1.5 Sr. Vehicle Mechanic

There is currently one mechanic in the department who is responsible for all maintenance and associated equipment programs for all of the non-licensed equipment used by the Roads and Grounds Department. The Vehicle Maintenance Department maintains licensed vehicles. The job description for this position can be found at:

http://wdrs.fnal.gov/job_descript/groundskeeping/equip_mech.html

1.6 Administrative Support Assistant

Currently one Administrative Support Assistant works part time for Roads and Grounds. The responsibilities for this position are to answer phone calls and take requests from customers, to maintain several group databases, to enter and track requisitions, to track and submit Effort Reports and to process weekly timesheets. This is a 24 hour per week position. The job description for this position can be found at:

http://wdrs.fnal.gov/job_descript/administrative_support/admin_support_assist_2.html

1.7 Natural Resource Specialist

The NRS position coordinates and directs restoration activities, volunteer programs and promotes community outreach opportunities related to ecology. This position works with and acts as the liaison to the ELM Committee and the Fermilab Natural Areas organization. Participation in and supervision of related Pesticide Program activities is required. The position assists with NERP Program activities. The Natural Resources Specialist also reviews future land management plans and provides input considering the ecological value of site locations.

http://wdrs.fnal.gov/job_descript/groundskeeping/natural_resources_spec.html

1.8 Temporary Employees

1.7.1 On-Call

On-Call Program employees supplement the Roads and Grounds Department primarily during snow removal operations. Their main responsibilities are specific pre-determined walks and entryways. Occasionally On-Call workers help with other seasonal duties.

1.7.2 Summer Student Program

The Summer Student Program currently supplies 7 students who have to be 17 years old or older. The Summer Student Program is guided by the rules and regulations set forth in the Fair Labor Standards Act. These seasonal employees typically work with the full-time staff from mid-May through the end of August. Their duties may include; GIS Program assistance, mowing, trimming, tree care, ornamental area maintenance and prairie restoration activities. 16 year olds are not eligible for summer work at Roads and Grounds. 17 year olds can drive vehicles that are <6000 pounds GVW. Summer employees 18 or older can not drive vehicles that are > 26000 GVW and may not drive vehicles with air brakes unless they have the proper CDL license.

1.7.3 Term Employees

Term positions have been used to supplement the work force when the staff has been reduced due to medical or other long term absences. Term positions work directly with Groundskeepers and Sr. Groundskeepers, generally as laborers or operators of machinery where specialized skills or licensing are not required. The specific types of work these employees are allowed to perform, depends upon their individual prior work experiences and demonstrated talents. As with Summer Students (see 1.7.2), all F.L.S.A. age restrictions apply.