

## Supervisor, Grounds

**FLSA Status:** Non-Exempt

**Pay Grade:** 14

**Job Title ID:** 16103

**Job Series/Job Family:** Business Services Series / Building & Grounds Family

### Reports To

Director, Buildings & Grounds

### Job Purpose

To supervise staff in the landscaping and maintenance of grounds at all campus locations.

### Description of Duties and Tasks

*Essential duties and responsibilities include the following. Other duties may be assigned.*

#### **Required**

1. Directs the grounds staff in daily maintenance of campus properties by setting schedules, evaluating processes, and determining priorities.
2. Hires, supervises, reviews, and trains assigned employees; conducts staff meetings to share department strategy, goals, and other information; trains staff on usage of equipment, proper landscaping techniques, and proper safety techniques.
3. Manages the physical resources of the grounds department, determines equipment needed; procures additional equipment, tools, and materials.
4. Administers, monitors, and manages contractors to perform tasks such as irrigation, tree removal, trimming, plumbing, parking lot maintenance, or retention pond maintenance; consults with contractors to determine extent of service required and schedule work so as to have minimal impact on daily operations of facilities.
5. Manages budget for Grounds Department; approves all purchases; maintains college issued credit card, and follows purchasing guidelines; allocates expenditures necessary to improve safety or performance of grounds staff.
6. Selects, purchases, and monitors application of chemical fertilizers, pesticides, and herbicides.
7. Selects and recommends purchase of maintenance supplies and equipment
8. Maintains reports and records pertaining to personnel actions, invoices, and purchasing transactions.
9. Consults with college directors, managers, and other staff to assess campus grounds maintenance needs.
10. Ensures appropriate employee safety training and compliance is completed.

### Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- Landscape tools, materials, and safe work practices.
- Landscape industry standards of plant selection, placement, and maintenance needs.
- Supervisory principles, practices, and methods.
- Budget preparation, bid and purchasing procedures, and expense control.

### Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- Maintaining an established work schedule, with occasional nights and weekends.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills.
- Supervising and coordinating the activities of subordinate personnel.
- Effectively communicate in a concise and effective manner.
- Skill in organizing horticulture landscape design.
- Estimating time and material requirements of assigned work projects.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

### **Computer Skills**

#### ***Required***

- Demonstrated proficiency using standard office software applications.

### **Physical Requirements**

#### ***Required***

- May be exposed to hazardous chemicals
- Must be able to lift heavy objects (up to 80 pounds) such as power sprayers, blowers, air compressors, saws, and other equipment.
- Subject to climbing stairs, ladders, and scaffolds, and work at heights above 30 feet.
- Subject to standing or walking for long periods of time.
- Subject to standing, walking, sitting, bending, reaching, stooping, kneeling, crouching, and crawling.
- Work is performed primarily in an external environment and with exposure to inclement weather, and varying temperatures.

### **Work Experience**

#### ***Required***

- Three years of grounds maintenance and/or landscape work experience, including one year of supervisory work experience.

### **Education**

#### ***Required***

- High School diploma or equivalent.

#### ***Preferred***

- Bachelor's degree in related field.

### **Licenses/Certifications**

#### ***Required***

- Non-commercial Pesticide Applicator's License. Valid Texas Driver's License.

### **Safety**

#### ***Required***

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.