



Director of Landscape and Grounds

Department: Physical Plant – Grounds Division
FLSA Status: Exempt
Grade/Level: N/A
Work Schedule: M-F; 8:00 am – 5:00 pm

Job Status: Full Time
Reports To: Executive Director of Facilities
Amount of Travel Required: No travel required
Positions Supervised: All grounds personnel

POSITION SUMMARY

Directs all essential functions required for the impeccable management and maintenance of the College's common area grounds and landscaping. Supervises and evaluates employees and contractors. Performs essential functions personally, through others, or in conjunction with designated personnel or outside contractors/experts.

ESSENTIAL FUNCTIONS (Duties and Responsibilities)

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Manages daily landscape and grounds operations of the campus and athletic fields—including common areas around buildings, walkways, fountains, parking lots, roadways, medians, and exterior perimeters.
- Supervises and facilitates grass mowing, applications of chemicals, planting of yearly landscape foliage for all the campus, flowers, bushes, trees, and shrubs maintenance as performed by subordinates and/or outside contractors.
- Sets schedules for irrigation, and performs routine testing and documentation of the systems operation. Oversees repairs, as needed, by subordinates or contractors.
- Recognizes disease and insect problems of woody and herbaceous plants and takes appropriate action.
- Maintains application records of fertilizers, herbicides, and pesticides associated with landscape maintenance, and other records as assigned.
- Ensures safe, proper and efficient use of landscape equipment and supplies.
- Promotes continuous improvement of workplace safety and environmental practices.
- Facilitates, and maintains records, of the repair and maintenance of all Ground vehicles and equipment.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems

Other Job Function Statement(s) To fully meet job expectations, the incumbent must perform each function in a fully acceptable manner.

Other duties as assigned.

POSITION QUALIFICATIONS (Knowledge, Skills, Abilities and Behaviors)

KNOWLEDGE (Defines the mental aspects of the job. Knowledge is obtained through **education, experience, training, licensure, certification, or through a combination of the aforementioned.**)

Minimum Education/Experience:

Five years landscape and grounds maintenance experience.

Two years management and supervisory experience directly related to landscape and grounds maintenance.

Desired Education/Experience:

Associate's Degree from an accredited two-year college or technical school. Five years management and supervisory experience directly related to landscape and grounds maintenance.

LICENSE or CERTIFICATION (To include, but not limited to: State requirements, e.g., counselor or nurse; professional certification in a specified discipline, e.g., Certified Public Accountant.)

- Chemical Applications License
- Current driver's license (including a clean driving record).

SKILLS (The **application of knowledge** by the manual, verbal, or mental manipulation of data, words, people, or things necessary to fully meet job expectations of the essential functions.)

To fully meet job expectations, the incumbent must:

- utilize Microsoft Office (Word, Excel, Outlook) to create efficient and accurate: documents, spreadsheets, records, files, reports, presentations, or communiqués.
- utilize Work Order software, and. Energy Management System as applicable.
- communicate effectively using a variety of styles and techniques appropriate to inform or persuade the intended audience.

ABILITIES (*Natural talents, developed proficiencies, and or other job-related requirements.* This section includes **observable behaviors or behaviors that produce observable** results necessary to fully meet job expectations of the essential functions.)

To fully meet job expectations, the incumbent must have the ability to:

- work evenings and weekends;
- maintain regular and consistent attendance and arrive on time;
- pay attention to landscape detail and general landscape plan;

- use cognitive skills to analyze and solve basic to advanced level problems; interpret policies, rules, laws, or regulations; pay attention to detail; develop, plan, and implement goals; communicate effectively, to include conveying thoughts clearly and concisely, listening well, and asking appropriate questions as needed;
- effectively manage projects, budgets, supervise personnel (organize, direct, and or prioritize work or assigned projects), and/or other resources;
- estimate project and or maintenance costs accurately;
- effectively troubleshoot issues as they occur;
- work under pressure while maintaining a professional demeanor;
- effectively work with all levels of employees and or third parties;
- maintain confidentiality regarding sensitive matters;
- obtain, maintain, and apply knowledge to ensure compliance with all applicable federal regulations, third party guidelines, and College policy;
- model high standards of honesty, integrity, trust, and ethical and professional behavior.

PHYSICAL REQUIREMENTS: The following represent the physical requirements of the essential job functions: Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting (up to 50 pounds) associated with the job duties is required.

WORK ENVIRONMENT: Works around moving mechanical parts, fumes, airborne particles in outdoor weather conditions. Frequently exposed to toxic or caustic chemicals. Exposed to working equipment such as mowers, weed eaters, edgers, etc. Noise is routinely loud and vibrations are common. Extreme hot and cold weather conditions are frequently encountered to perform the job's essential functions.

Disclaimer: The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. *It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities.* Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Executive Signature: _____ Date: _____