

SUPERVISOR—FACILITIES (UY4079)

Grounds Supervisor

Job Overview:

Under general supervision of the Manager of Campus Services, the Grounds Supervisor is responsible for accomplishing departmental objectives by directing the activities of the Crew Leaders, Solid Waste/Recycling associates, as well as all other groundskeepers engaged in landscaping, trash & recycling collection, annual grounds maintenance, snow removal, work orders, leaf collection, tree plantings, and the maintenance of lawns, gardens, shrubs, athletic fields and related equipment.

Primary Duties and Responsibilities

The following duties are customary for this position, but are not to be construed as all-inclusive. Duties may be added, deleted and assigned based on management discretion and institutional needs.

- Accomplishes program objectives by supervising staff and organizing and monitoring work processes
- Conveys program objectives set forth by management in terms of quality and quantity of work to team members
- Completes operations by developing schedules, assigning and monitoring work crews, implementing productivity standards, resolving operations problems, and implementing new procedures
- Conducts huddles with team to communicate weekly and daily objectives, safety moments and other important topics for communication
- Coordinates strategically with Department Manager to plan projects for monthly, summer, and winter break times
- Provides instruction, coaching and development to grounds crew that will ensure adequate performance, personnel safety, or any other policy related issues
- Ensures each crew has the necessary supplies and equipment to complete daily assignments and project work
- Responsible for maintaining and following through with all service requests made pertaining to the grounds department
- Responsible for ensuring a safe working environment throughout the facility for all employees
- Inspect completed work to ensure conformance to campus specifications and standards
- Tours work areas to ensure work projects are being completed timely, to inspect plant beds, trees, and to evaluate plant and soil conditions
- Ensures workers are trained in all tasks & equipment necessary to perform their jobs to campus standards
- Design, plan, and care for landscape needs and tree maintenance throughout campus
- Oversee the planting, pruning, topping, and felling of trees
- Oversee irrigation system operation and maintenance
- Monitors PH regiment and inspect for diseases, of all trees, shrubs and perennial woody plants to ensure that vegetation is healthy and safe
- Responsible for tagging, mapping and documenting different species
- Schedule and supervise special event activities on campus such as football games, band festivals, etc.
- Confer with other supervisors to coordinate work activities with those of other departments/units
- Complies with all company safety and risk management policies and procedures
- Reports all accident and injuries in a timely manner
- Participates in regular safety meetings, safety training and hazard assessments
- Applies all applicable OSHA and related local safety requirements to all assigned work
- Operates and maintains University Vehicles and powered equipment such as mowers, tractors, twin-axle vehicles, snow blowers, snow plows, chain saws, backpack blower, electric clippers, sod cutters and pruning saws
- May perform other duties and responsibilities as assigned
- Operate University vehicles

Experience/Knowledge:

- High School diploma, GED equivalency required
- Bachelor's Degree in Horticulture or related field desired
- Three years gardening/landscaping experience on a campus/park/golf course or similar area required
- Must be able to maintain status to drive University Vehicles (qualify for and remain eligible to be on the Approved Driver List)
- Must have/obtain KY Pesticide Application License within one (1) year of hire/promotion

Skills/Aptitude:

- Mechanical & operational knowledge of all machines & tools related to groundskeeping, including heavy equipment
- Knowledge of materials & methods used in the construction and maintenance of grounds as well as knowledge of horticulture
- Comprehensive knowledge in tree maintenance, landscape maintenance, equipment use, maintenance and field repair, plant cultural requirements, as well as disease and insect identification and control
- Knowledge and understanding in the use of GIS tree inventory systems
- Must be able to understand and implement proper soil amendment procedures
- Active listening skills by giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
- Excellent communication and time management skills
- Ability to motivate, develop, and direct people as they work as well as identify the best people for the job
- Strong attention to detail with the ability to work effectively in a service-oriented environment
- Requires a willingness to take on responsibilities and challenges, as well as a willingness to lead, take charge, and offer opinions and direction
- Possess basic computer skills, familiar with web/internet navigation, and willingness to learn and utilize new technology-based products as applicable
- Adhere to all University policies and regulations.

Physical Requirements:

- Ability to perform physical activities that require the employee to stand, walk, use hands to grip/move objects, tools or controls; reach with hands and arms; climb or balance, stoop, kneel, crouch or crawl; talk or hear and smell
- Ability to work near moving mechanical parts, being exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock and vibration
- Close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus, with or without corrective lenses
- Must be able to work some nights/weekends/holidays which will require occasional overtime
- Significant walking or other means of mobility
- Must be able to perform strenuous physical labor, which includes heavy lifting, carrying up to 40 lbs, bending, reaching, stooping, pushing and pulling

Working Conditions (may add additional conditions specific to defined work location):

- Requires long hours outside year round

Employee signature below constitutes employee's understanding of the responsibilities, qualifications, requirements and working conditions of the position.

Employee _____ **Date** _____

(Employee's Name)

Manager _____ **Date** _____