Supervisor, Grounds Maintenance

Job Code 00007201

**General Description**
Responsible for supervising crews in the provision of an attractive, safe, and well maintained landscape by the use of tools and machinery.

**Examples of Duties**
- Schedule/prioritize weekly, monthly, and long range work including routine work and special events.
- Provide crews with clear and specific assigned duties.
- Ensure that all employees are properly trained in all aspects of normal duties and that all employees attend required training.
- Manage resources used to maintain grounds in an efficient, effective, and professional manner.
- Map, database, describe, and locate irrigation systems and ground areas using computer and GIS software.
- Inspect grounds/irrigation systems and work in progress.
- Coordinate work with other physical plant departments.
- Coordinate work with other departments on campus.
- Track work hours, chemical use, and other items.
- Order equipment, supply material needs.
- Schedule irrigation.
- Support crews in their work with materials, personnel needs, and special requests.
- May evaluate staff.
- Perform other duties as assigned.

**Knowledge, Skills, and Abilities**

**Knowledge of:**
- Cultural management of turf and plant materials; landscape maintenance equipment; guidelines, policies, and laws related to chemical usage; usage of materials, equipment, and tools related to grounds maintenance; safety practices and procedures related to grounds maintenance including OSHA and MSDS information; university procedures on hiring, promoting, and disciplinary actions.

**Skill in:**
- Supervising staff and interacting with others departments; dealing with complaints; taking telephone messages; effectively direct the work of others and motivate output; prioritizing workload; problem solving and decision making.

**Ability to:**
- Read and understand technical materials, laws and regulations, and chemical labels; maintain records; complete work orders, purchase requests, budgets, committees, and schedules; perform basic math; use measuring devices; review time sheets, work logs, and work orders; explain policies, procedures, and related problems to management; prepare and conduct training for staff; establish and maintain a filing system.

**Educational Experience**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**
Texas Dept. of Agriculture – Pesticide Applicators License