



*The rising STAR of Texas*

## **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**

May require a Texas Dept. of Agriculture – Pesticide Applicators License.