Assistant Director, Grounds Operations

Job Code 50011309

General Description
Provide oversight to in-house landscaping and urban forestry operations on campus.

Examples of Duties
Coordinate with Project Managers, Senior Construction Inspectors, Construction Contract Administrators and the outside contractors they hire on campus construction projects requiring landscaping or ones that impact the existing landscape and/or trees.

Determine existing arboricultural needs for campus by recognizing various tree issues including risk assessment, construction protection, pruning, removal, maintenance and replacement, assign and complete tree work requested by others, maintain Certified Arborist status.

Provide landscape renovation recommendations for assigned areas of campus.

Plan landscaping projects including drawing plans, obtain materials and supplies, coordinate with all parties impacted, etc.

Oversee specialized maintenance of areas of campus not addressed by contractor including proper cultural practices for ornamentals, turf grasses and trees within the campus landscape.

Prioritize daily workload for employees, schedule specific assigned duties, evaluate the condition of work in progress, manage equipment resources, provide employee training and meetings, implement and document policy.

Coordinate landscape and arboriculture jobs requiring outside contractor assistance upon request.

Knowledge, Skills, and Abilities
Knowledge of: Horticulture; equipment and tools related to forestry and landscaping; safety practices related to landscaping and forestry including OSHA, MSDS and ANSI information; University procedures; Arboriculture.

Skill in: Effectively direct work of others and motivate output; communicate projects to all parties involved; preparing records; problem solving and decision making.

Ability to: Understand University policy and procedures; chemical labels; figure rations for chemical solutions; explain work related problems to management;

Experience and Education
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