Dir, Grounds Operations

Job Code 1063

**General Description**
Responsible for managing fiscal and human resources of the Grounds Department in stewardship of the University’s natural resources.

**Examples of Duties**
Provide direction for activities within grounds operations.
Delegate and review special assignments from other offices in the university.
Oversee the general campus landscape condition, initiate projects to ensure stewardship of landscape and other natural resources.
Oversee landscape irrigation water use to ensure that we are in compliance with applicable regulations.
Oversee budget related functions.
Review and approve all personnel related matters.
Perform other duties as assigned.

**Knowledge, Skills, and Abilities**

**Knowledge of:** University, division, and departmental procedures and policies; managerial and supervisory techniques as they apply to budgeting and controlling; planning and scheduling; coordinating, training, and counseling; word processing, spreadsheets, and databases; VAX applications such as CUFS and E-mail, the Internet; the technical aspects of grounds maintenance; athletic field maintenance; waste management and recycling; laws, regulations and local ordinances.

**Skill in:** understanding requests; facilitating solutions to problems and resolving conflicts; assessing various solutions to problems and implementing or recommending effective remedial action.

**Ability to:** understand written communications and requests; interpret various documentation; prepare documents and reports; provide descriptive statistics and perform basic math.

**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**
May require a TCEQ – Irrigation License.