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**
TCEQ – Irrigation License.