Position Title: Grounds Manager  
Department: Plant Operations  
Supervisor: Assistant Director, Plant Operations  
Classification: Management, Full-time, exempt

Overview:
Reporting to the Assistant Director, Plant Operations, the Grounds Manager supports the mission of the department and the College, overseeing and coordinating the work of a grounds staff of 12+ individuals responsible for the maintenance and upkeep of the campus grounds, athletic fields, and College vehicles. The incumbent determines, develops, recommends and implements sound solutions to complex problems that may impact several functional areas.

Responsibilities:
A. Hires, trains, supervises, and reviews assigned employees; conducts staff meetings to share department strategy, goals, and other information; trains staff on usage of equipment, proper landscaping techniques, and proper safety techniques. Serves on College Safety Committee.
B. Manages the physical and financial resources of the grounds department, including determining equipment needed, and procuring additional equipment, tools, and materials as required within established budget.
C. Directs the grounds staff in daily maintenance of campus properties by setting schedules, evaluating processes, and determining priorities. Note: Responsibilities of grounds staff include snow removal and moving/set up work.
D. Coordinates and tracks progress of projects in an organized, efficient manner.
E. Maintains the health and beauty of the trees, shrubs and plants on campus; evaluates the groundskeeping process from a horticultural and arborist's perspective, ensuring that the work and staff of the Grounds Department supports the mission of Plant Operations and the College.
F. Organizes and directs all snow/ice removal, parking lot repairs, and walkway upkeep.
G. Oversees College vehicles and schedules vehicle maintenance and repairs.
H. Ensures athletic fields are maintained to a high standard.
I. Performs other duties as assigned.

Qualifications Required:
1. Bachelor's degree in horticulture, landscape architecture, park management, or related field.
2. Five-years of experience managing a department that maintains the grounds for a large institutional facility, golf course or municipal park. College campus experience a plus.
3. Proven ability to manage multiple complex projects and assignments in a consultative, efficient and effective manner; ability to work with a diverse workforce.
4. Skill in conflict resolution; demonstrated ability to exercise leadership and work as a collaborative team member.
5. Skills in planning, organizing, scheduling and monitoring the work capabilities of assigned staff and contracted services.
6. Strong interpersonal skills and excellent oral, written, and presentation skills.
7. Knowledge of horticulture, landscape maintenance and development, tree care, plant identification, plant diseases, pest and weed control.
8. Knowledge of chemical and fertilizer application and experience in their use is required; knowledge of State and Federal laws pertinent to the use of restricted pesticides.
9. Knowledge of the theory, principles, practices and methods used in athletic fields and grounds maintenance.
10. Demonstrated ability to establish and maintain files and prepare activity reports; skill in monitoring contracts.
11. Proficient with Microsoft Office programs.
12. Valid driver's license and clean driving record required.

Preferred Qualifications:
• ISA certified Arborist.
• Member of APPA, PGMS or similar professional organizations.
• Knowledge of an on-line work order system (TMA)

Physical Requirements:
• Carrying and/or lifting of up to 50 pounds
• Full use of all extremities
• Bending/squatting and kneeling
• Occasional lifting of items over 50 pounds, up to 100 pounds
• Walking, standing

Work Environment:
• Work assignments may require working outdoors in all seasons and all types of weather.
• Evening and weekend work will be required from time to time.
• Grounds positions are on 24 hour a day call-out to provide needed services.

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