AUBURN
Human Resources

Mgr, Campus Recreation Turf & Landscaping

Job Description

JOB INFORMATION

Job Code	AE87
Job Description Title	Mgr, Campus Recreation Turf & Landscaping
Pay Grade	FM14
Range Minimum	$52,000
33rd %	$62,400
Range Midpoint	$67,600
67th %	$72,800
Range Maximum	$83,200
Exemption Status	Exempt
Organizational use restricted to the following divisions	169 SVP for Student Affairs
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/1/2019

JOB FAMILY AND FUNCTION

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Grounds

JOB SUMMARY

Manages and maintains the Campus Recreation fields and landscaping. Responsible for monitoring field budgets and equipment inventory as well as ensuring efficient field operations.

RESPONSIBILITIES

- Maintains all Campus Recreation fields and landscaping ensuring fields are safe and prepared for Campus Recreation games, practices, events, and informal recreation.
- Carries out administrative duties including monitoring budgets, purchasing, developing and enforcing policies and procedures, and developing and implementing goals and specifications related to the operations of fields and landscaping.
- Develops and manages a preventative maintenance plan for all fields and landscaping as well as a plan for ongoing maintenance.
- Manages inventory of equipment and supplies for work areas.
- Serves as point of contact for any outside contractors to ensure work is completed according to contract and/or purchase order standards.
- Assists with the coordination of emergency action plan for fields and work areas.
- Assists with making rain delay decisions and/or closing of fields due to weather.
- Hires, trains, and evaluates full-time, student, and seasonal employees. Responsible for appraising performance and ensuring that the training and development needs of staff are met.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May supervise employees but supervision is not the main focus of the job.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum

requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Horticulture, Turf Management, or related field	and	5 years of	Experience in field and landscape preparation and maintenance.	

Substitutions Allowed for Education	Yes

Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of turf and landscaping management and irrigation systems.	
Working knowledge of field and landscaping equipment.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required	And
	Ornamental & Turf Pesticide Applicator License or equivalent Pesticide Applicator License is required	within 1 Year	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting			X			
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:
Ability to see information in print and/or electronically.