AUBURN
Human Resources

Mgr, Landscape
Job Description

JOB INFORMATION

Job Code	NA32
Job Description Title	Mgr, Landscape
Pay Grade	FM16
Range Minimum	$60,590
33rd %	$74,730
Range Midpoint	$81,800
67th %	$88,870
Range Maximum	$103,000
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
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JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the Director of Landscape Services, responsible for leading and managing either the maintenance or professional service side of Landscape Services' workforce and operations. Oversees the maintenance, contracts, services, and/or projects of Landscape Services to ensure and continually improve the pristine conditions of Auburn University grounds.

RESPONSIBILITIES

- Initiates and manages landscape projects; coordinates with internal departments and/or contracted services to ensure that the proper support is available for the successful and timely completion of work.
- Coordinates, organizes, and conducts new, reoccurring, and/or daily training related to safety practices and the proper operation of equipment. Leads employee development by building and managing all training and continuing education opportunities and requirements. Oversees training and credentialing requirements for internal promotions.
- Manages, oversees, and reviews assigned landscape-related contracts. Monitors work performed in contracted areas to ensure the contractors' compliance with all terms and conditions. May assist with writing, developing, and negotiating contracts.
- Oversees the maintenance and inventory control of landscape materials, equipment (including maintenance, pesticides, and heavy equipment), and fleets. Manages service records, vehicle inspections, and repair schedules to ensure that landscape activities remain safe and free from disruptions.
- Manages work order requests and project priorities for work performed by Landscape Services personnel. Ensures that work is completed in a safe, timely, and accurate manner and in compliance with University standards and appropriate regulatory agencies.
- Coordinates communications and activities among Landscape zones, services, and projects; other Facilities Management Departments; outside contractors; and Auburn University customers and affiliates. Communicates with stakeholders to maintains awareness of activities, maximize efficiencies, and resolve questions.
- Manages assigned staff and leads recruitment of positions including reviewing resumes, conducting interviews, and overseeing performance review evaluations. Assists in resolving employee relations issues.
- Leads customer-service-focused initiatives and regularly meets with clients to understand landscape needs and ensure that support can be provided. Investigates and responds to clients' queries, complaints, or other issues to meet and satisfy client needs.
- Develops and maintains a quality control program to improve processes and ensure high standards of work. Tracks status of work accomplishments, analyzes data, and prepares reports, recommendations, and plans in support of increasingly higher levels of performance and productivity.

RESPONSIBILITIES

- Occasionally required to work outside of normal operating hours and days to manage special events, emergencies, and inclement weather.

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	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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	Four-year college degree in horticulture, landscape architecture, agronomy, or related field.	and	7 years of	Progressively responsible experience in landscape management and supervision in a University setting or institution of similar size or complexity.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Comprehensive knowledge of landscape management and design. Knowledge of horticultural principles and practices as well as plant biology, usage, and maintenance.	
Knowledge of pesticides, herbicides, fertilizers, and chemical applications.	
Knowledge of proper safety training and procedures. Working knowledge of floriculture, arboriculture, agriculture, turf agronomy, and sustainability initiates.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State	Any State	Upon Hire	Required	And
	Ornamental & Turf Pest Control - Supervisor (OTPS) or equivalent state pesticide license	Upon Hire	Required	And
	If pesticide license is obtained in another state, the OTPS must be obtained in the first 180 days of employment.	within 180 Days	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.