AUBURN
Human Resources

Supv, Landscape
Job Description

JOB INFORMATION

Job Code	NB37
Job Description Title	Supv, Landscape
Pay Grade	FM13
Range Minimum	$47,270
33rd %	$56,730
Range Midpoint	$61,460
67th %	$66,180
Range Maximum	$75,640
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/17/2020

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Oversees, assigns, and trains employees in all aspects of proper and safe landscape techniques in order to maintain and improve University grounds.

RESPONSIBILITIES

- Supervises, leads, and participates in the installation, care, and maintenance of University landscaping. Oversees quality control by inspecting plant care, work sites, and workmanship to ensure that grounds are kept in pristine condition at all times.
- Plans and prepares job sites across campus for the installation and maintenance of landscaping. Ensures that projects and duties are carried out in a safe, productive, and professional manner.
- Oversees and performs a variety of technical landscape-related duties on University grounds including, but not limited to, proper plant placement and annual bed installation, pesticide application, tree care, grading and erosion control, tree, plant, and shrub pruning, basic irrigation repairs, and seasonal color maintenance.
- Creates, approves, and/or implements landscape designs, schedules, purchases, and plant selection for various sites throughout campus. Identifies areas for landscaping improvements and corrects any aesthetic-related issues.
- Ensures that University grounds, streets, and parking lots are kept free of dirt, leaves, trash, and other debris through the use and maintenance of litter control equipment.
- Plans and oversees the safety and equipment training, scheduling, and development of assigned staff. Responsible for maintaining records of work orders, purchases, activities, time, and schedules. Gathers metrics and provides reports.
- Coordinates landscape plans and activities with the Office of University Architect, project managers, outside contractors, utility personnel, and other landscape personnel. Communicates with others to keep them informed of work progress, provide project support, and answer detailed inquiries.
- Oversees proper moisture, soil, sun, shade, chemical, and seasonal needs to ensure the health and care of plants.
- Serves as subject matter expert in identifying, diagnosing, and treating plant disease, pests, drought stress, and other plant needs. Oversees pesticide equipment, sprayers, and fertilizer spreaders. Reads and interprets pesticide labels and applies pesticides according to label recommendations.
- Maintains fleet and tool inventory. Oversees the safe operation, maintenance, and repair of various landscaping equipment such as backhoes, tractors and implements, specialized mowers, and various heavy equipment, hand tools, and power tools.
- May work outside of normal operating hours and days to manage special events, emergencies, and inclement weather.

RESPONSIBILITIES

- May be responsible for meeting and maintaining training and certification requirements as outlined by the applicable department's training and credentialing requirements. May perform other landscape-related duties as assigned.

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 degree in horticulture, landscape architecture, agronomy, or related field.	and	6 years of	Experience of progressively technical groundskeeping operations. Must include 2 years of supervision, leadership, or mentoring employees in this field.	And

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

Strong knowledge of landscape design and proper plant selection, planting techniques, and seasonal maintenance.	And
Expert knowledge of plant materials and care including the ability to identify various types of plants, plant materials, and soil types.	And
Strong knowledge of the various types and proper applications of herbicides, fertilizers, and related chemicals.	And
Knowledge of proper safety training and procedures.	

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) must be obtained	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, should have depth perception and the ability to distinguish colors.