AUBURN
Human Resources

Dir, Landscape Services

Job Description

JOB INFORMATION

Job Code	NC29
Job Description Title	Dir, Landscape Services
Pay Grade	FM21
Range Minimum	$101,660
33rd %	$132,150
Range Midpoint	$147,400
67th %	$162,650
Range Maximum	$193,150
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	9/6/2019

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the Facility Operations Executive Director, responsible for the administrative leadership of Landscape Services. Serves as the chief horticulturist for the University and is responsible for the planning, care, and maintenance of all plant materials in the University landscape.

RESPONSIBILITIES

- Directs all operations of Landscape Services to include horticultural and arborist operations, turf/tree/shrub maintenance, landscape design, insect/disease/weed control, hardscapes, and all related operations. Oversees the design, installation, and maintenance of irrigation systems and landscape planning.
- Provides directive leadership for the efficient staffing and work execution of managers, supervisors, arborists, groundskeepers, landscape techs, equipment operators, greenhouse staff, and other employees. Directs safety and training initiatives by identifying needs and overseeing safety practices and training requirements.
- Oversees and develops a quality control program to improve processes and ensure high standards of work. Directs facility inspections and metric analysis related to short-term and long-range campus ground needs.
- Develops, projects, and maintains departmental budget and related fiscal matters. Formulates estimates and establishes departmental priorities.
- Participates in the design development and review of landscape-related components in capital projects and renovation projects. Works with the Office of the University Architect to coordinate and implement annual landscape and tree planting projects in compliance with campus policies, procedures, and the Landscape Master Plan.
- Designs policies and procedures to increase the effectiveness of Landscape Services operations and addresses the needs of the campus community. Oversees landscape issues within the University and ensures that all governmental, University, and departmental safety programs and standards are followed and adhered to.
- Directs the landscape services for game day operations, commencement ceremonies, various campus events, and joint events with the city by overseeing coordination efforts, litter control, and any other special preparations of outdoor spaces.
- Plans, directs, and coordinates an integrated pest management program. Directs personnel responsible for the application of fertilizers, insecticides, herbicides, fungicides, and the implementation of cultural and physical practices to reduce the impact of plant pests. Stays current in trends and technological advances in the storage and usage of these materials.
- Develops and reviews policies and funds related to tree mitigation. Oversees arboriculture practices, assessments, and plans in order to reduce risks and ensure safety regarding University trees.

RESPONSIBILITIES

- Initiates and oversees assigned landscape-related contracts. Determines scope of contract work and assists with writing, developing, and negotiating contracts.
- 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	Supervises others with full supervisory responsibility.

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, landscape architecture, agronomy, or related field.	and	8 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.	And
Knowledge of horticultural principles and practices as well as plant biology, usage, and maintenance.	And
Knowledge of pesticide usage, fertilizers, and chemical applications.	And
Knowledge of floriculture, arboriculture, agriculture, turf agronomy, and sustainability initiates.	And
Knowledge of proper safety training and procedures.	And
Ability to manage, direct, and motivate others; ability to effectively communicate with customers and employees.	And
Ability to utilize computers, mobile devices, Microsoft Suite, work order management systems, and time management programs.	

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
	International Society of Arboriculture (ISA) Certified Arborist within 1st year of employment	Upon Hire	Required	And
	Ornamental & Turf Pest Control - Supervisor (OTPS)	Upon Hire	Desired	Or
	Equivalent state pesticide license and Alabama Certificated Landscape Professional	Upon Hire	Desired	Or
	Relevant Alabama or national landscape professional certification.	Upon Hire	Desired	

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.