



Position Title: Grounds Supervisor
Occupation Code: UF4026
Account Name: Northwest Nazarene University
Division: Education Facilities

JOB DESCRIPTION
January 2015

Position Summary:

- Directs the operational and personnel activities of the grounds department; responsible for all phases of grounds management.
- Supervises personnel, including recommendations for hiring, firing, performance evaluation, training, work allocation, and problem resolution.
- Serves as working lead groundskeeper, providing supervision and training of other employees and leading by example.
- Establishes written annual cultural calendars detailing routine and project work to be performed by groundskeepers to maintain appropriate campus appearance and adequate plant health.
- Design and implement campus landscape plan.
- Establishes written mowing schedule including frequencies, equipment to be used, and responsibilities of specific staff.
- Establishes written schedule for daily trash pick up around all campus areas.
- Conducts and documents routine quality assurance inspections and provides retraining to employees who are not meeting established standards.
- Provides suggestions for increased service or productivity.
- Manages equipment and supply expenses to be within an established budget as assigned and delegated.
- Estimates time and material costs on major projects.
- Coordinates work with outside vendors when in-house resources are insufficient to accomplish assigned tasks.
- Performs routine grounds keeping tasks including but not limited to the following:
 - Mows lawns and trims and edges around walks, flower beds and walls.
 - Maintains trees following proper arbor care guidelines in coordination with the school's arborist.
 - Removes leaves, branches, and other debris.
 - Maintains flower beds or other decorative vegetation.
 - Maintains athletic fields according to industry standards and recommended practices, including lining and field preparation for games.
 - Maintains and repairs irrigation systems.
 - Maintains and sharpens tools and makes repairs on equipment as needed.

- Plants, fertilizes, waters and uses herbicides and insecticides (where allowed) to maintain grass, flowers, trees and shrubs.
- Removes snow and ice from walks and driveways.
- Spreads salt, picks up litter, rakes, bags leaves, etc.
- Maintains drainage ditches and culverts, keeping clear of leaves and debris.
- Maintains driveways and parking lots.
- Maintains athletic fields
- Repairs fences, gates, walls, walks and outbuildings using carpentry, masonry and painting tools.
- Performs routine cleaning and preventive maintenance on gardening, grounds and snow removal equipment.
- Operates trucks and assorted vehicles and power equipment.
- Assist with meeting and special event set-ups and parking duty as necessary.
- May be required to work weekends, evenings, and overtime.
- Performs all work in accordance with established safety procedures at all times.
- Provide the highest quality of service to customers at all times.
- Must follow all company and regulatory agency policies and may be required to hold a license issued by a state or municipality.
- Complete all work in a timely manner always emphasizing quality. This also includes all corresponding paper work such as work orders, payroll and financial records.
- Comply with all the standards as stated in the current employee handbook.
- Be able and willing to do other assigned duties and tasks that are legal, prudent and appropriate (such as event set ups, bus driving, custodial tasks, maintenance tasks, etc).

Typical Knowledge and Skills:

Applies advanced skills appropriate for the position. Adapts procedures, processes, tools, equipment and techniques to accomplish the requirements of the position. Ability to effectively communicate policies and procedures in a manner easily understood by fellow employees.

Typical Requirements:

- Education or Equivalent Experience: Undergraduate work in horticulture or landscape required. Bachelor's degree preferred. Demonstrates strong verbal and written communications skills preferred. Ability to read, comprehend, and write basic English required.
- Supervisor/Managerial Experience: 1-2 years.
- Function Specific Experience: 3-5 years of related work experience. Horticultural training and experience required. Mechanical aptitude and ability.
- Certification Requirements: None required. Pesticide application license is beneficial. Arborist license is beneficial. Small engine and/or auto mechanic certificate beneficial.
- Possess and maintain a valid state driver/operator's license including CDL and passenger endorsement and insurable through the school's insurance provider.

Supervision:

Supervision Received: Works under management supervision and follows standard procedures and written instructions to accomplish assigned tasks.

Supervision Provided: Assigns work to other employees. Inspects work of other employees and provides training as needed. Supervises grounds, landscaping, and sports turf programs.

Working Conditions:

Work is performed outdoors in hot, cold, and wet weather. Work is frequently performed using noisy equipment.

Specific physical characteristics and abilities are required to perform the work, such as agility, dexterity, and long periods of walking, standing, bending, carrying or lifting supplies and equipment weighting up to 40 pounds. Wears protective clothing required by the work environment or governmental regulations.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear and taste or smell. The employee is frequently required to stand; walk and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and climb or balance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Employee Job Description Acknowledgement:

I acknowledge that I have received a copy of the Grounds Supervisor Job Description. I further acknowledge that I have read, understand, and agree to all the provisions in this Job Description. I will ask questions of my Manager if I do not understand any of the information contained in this Job Description. I understand that any previous Job Description, if different, is replaced by the terms of this Job Description. Further, I acknowledge that this Job Description is not a contract of employment, does not create any contractual commitment by the Company, and the Company reserves the right in its discretion to modify or discontinue any of the provisions in this Job Description or to decide that they do not apply to a given case.

Date: _____

[Employee Signature]

[Employee Printed Name]

Date: _____

[Manager Signature]

[Manager Printed Name]