



DATE ISSUED: 12/18
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Supervisor, Landscape Services

JOB SUMMARY

Performs supervisory work in the care and maintenance of Denton campus grounds, supports construction and maintenance activities. Provides support for all athletic fields planning, design and maintenance as necessary. Duties include the supervision and coordination of workers engaged in areas such as grounds equipment operations, landscape construction projects, tree trimming, pest control, street and road repair, sanding crew, and general grounds improvement maintenance. In addition to supervision of such, provides the skills necessary for pest control and for the extermination of rodents, insects and other pests in the TWU buildings or property for all campuses. Work is performed under general supervision of the Director of Physical Plant and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Manager, Landscape Operations

Supervise: Grounds staff, Greenhouse Staff, Irrigation Technicians, Lead Landscape and Pest Control Technician, and Refuse Driver

ESSENTIAL DUTIES - May include, but not limited to the following:

- Assists with the planning, design and construction of seasonal horticultural displays as requested.
- Supervises grounds employees to include performance evaluations, training plan, and provide in-service training for subordinates.
- Assigns workers and crews to specific projects and tasks, oversees the quality and quantity of work produced.
- Provides various required or needed training programs and safety guidelines to workers.
- Maintains operating records and periodic progress reports on operations and projects.
- Maintains safety of road surfaces and sidewalks during inclement weather.
- Inventories and orders supplies and materials for operations as needed.

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- Assists Manager with specific responsibilities related to planning and estimating maintenance and repairs, alteration, and construction.
- Coordinates and schedules all greenery and plans for special University related functions.
- Inspects grounds, greenhouses, buildings, vehicles, and equipment for quality control and compliance with directives.
- Mixes and stores, determines placement and location of bait, traps, and pesticides or poisons suitable for the extermination and in accordance with labels, Federal and State directives.
- Applies pesticides in spray liquid, granular, dust, powder, or solid forms, in accordance with Environmental Protection Agency and Texas Structural Pest Control Board guidelines.
- Knowledge of Personal Protective Equipment (PPE), including respirator, and ability to wear such as required or requested.
- Works on-call and follows emergency management protocols.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

- Maintains all equipment in operating condition and cleans it after use.
- Reports all deficiencies of equipment and other supplies to supervisor in a timely manner.
- Performs other duties as requested.

EDUCATION

High school diploma or equivalent required. Additional education in specifically related area may substitute on a year-for-year basis for the required experience. Training in landscape architecture, technical trades, licenses, and certifications preferred.

EXPERIENCE

Five years experience related to grounds maintenance. Five years experience in pest control extermination and supervision of subordinates preferred. Job related vocational training or other education may be substitute on a year-for-year basis for the required experience. Must be able to attain SPCS Certified Applicator licensing within one (1) year of employment.

REQUIREMENTS

Valid Texas driver's license and a safe driving record such as required to attain Driver's Authorization through the university.

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Thorough knowledge of supervisory methods and techniques.
- Thorough knowledge of hazards and safety rules necessary in general labor and maintenance work.
- Knowledge of NCAA requirements for playing surfaces.
- Specific knowledge of horticulture and arboriculture, landscape design and construction.
- Knowledge in all areas of safe and effective pest control practices, poisons and use of chemicals.
- Knowledge of the rules and regulations as determined by the Texas Structural Pest Control Board.
- Knowledge of landscape and irrigation design.
- Ability to plan the work of several crews involved in diverse activities.
- Skill in establishing and maintaining effective working relationships with subordinates and others.
- Ability to respond to emergency situations in a timely manner.
- Ability to use a personal computer and other office equipment, including related University software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel. The employee must have the ability to occasionally lift and/or move up to 50 pounds. The employee may be required to work on-call.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Exposure to any number of elements but with none present to the extent of being disagreeable. May be required to work in conditions including cold, heat, temperature swings, noise, outdoors and indoors, in trenches, and around mechanical, electrical, explosive, fume/odor, dust/mites, chemical, and/or waste hazards. May be required to work in locations that involve hazardous environments requiring protective equipment that conforms to OSHA regulations and some physical discomfort due to temperature, dust and noise.

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SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.