



DATE ISSUED: 01/16
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Assistant Supervisor, Landscape Services

JOB SUMMARY

Performs supervisory work in the care and maintenance of grounds, and in various landscape construction activities. Areas will include the TWU campus proper and the golf course property. Duties include the supervision and coordination of assigned workers engaged in areas such as grounds maintenance, equipment operations, landscape construction projects, tree trimming, pest control, street and road repair and general grounds improvements. Responsibilities also involve the utilization of experience and established practices to improve maintenance procedures, grounds conditions, in-service training, analysis of equipment utilization and needs and record keeping of project labor costs. Work is performed under general supervision of the Manager for Landscape Operations 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

Supervises: Groundskeepers

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

- In coordination with the Manager of Landscape Operations, plans and organizes seasonal work for assigned areas.
- Assigns workers and crews to specific projects and tasks.
- Oversees the quality and quantity of work produced in assigned areas.
- Aids in the selection of the required or needed training programs and safety guidelines for workers.
- Maintains operating records and periodic progress report on operations and projects.
- Maintains safety or road surfaces and sidewalks during inclement weather.
- Assist with inventories and orders supplies and materials for operations.
- Assist with the plans for special University related functions.

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- Inspects grounds, buildings, vehicles and equipment for quality control and compliance with directives.
- 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

- Performs other duties as requested.

EDUCATION

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

EXPERIENCE

Four years experience related to grounds maintenance. Job related vocational training or other education may be substitute on a year-for-year basis for the required experience.

REQUIREMENTS

Valid driver's license issued by the State of Texas and a safe driving record such as required to attain Driver's Authorization through the university. Pest Applicators license issued by the Structural Pest Control Board or a similar certification preferred.

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:

- Basic knowledge of supervisory methods and techniques.
- Basic knowledge of hazards and safety rules necessary in general labor and maintenance work.
- Specific knowledge of horticulture and arboriculture, landscape design and construction.
- Basic Knowledge of landscape and irrigation design.
- Ability and endurance to perform tasks for up to 8 hours.
- Ability to plan the work of several crews involved in diverse activities.

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- Skill in establishing and maintaining effective working relationships with subordinates and others.
- Ability to use a personal computer and other office equipment.
- Ability to respond to emergency situations in a timely manner.

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.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Exposed 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.

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.

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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.