



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 09/14
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Manager, Landscape Operations

JOB SUMMARY

Manages the care and maintenance of 263 acres of campus grounds. Supports construction and maintenance activities. Provide direct oversight of all athletic fields and coordinates NCAA requirements with the Director of Athletics. 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. 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 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: Director of Physical Plant

Supervise: Supervisor, Landscape Services, Grounds Staff, Greenhouse Staff, Irrigation Technicians, Pest Control, and Refuse Driver

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

- Manages and supervises grounds employees to include up-dated position description, performance plan, and training plan.
- Plans and designs seasonal horticultural displays.
- Works with administrators to develop annual landscaping plan for the university.
- Assigns workers and crews to specific projects and tasks.
- Oversees the quality and quantity of work produced in assigned areas.
- Provides various required or needed training programs and safety guidelines to workers.

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- 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.
- Assists Director with specific responsibilities related to planning and estimating maintenance and repairs, alteration, and construction.
- Coordinates and schedules all green and plans for special University related functions.
- Inspects grounds, greenhouses, 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

- On-Call and emergency management protocols are required.
- 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

Seven years' experience related to grounds maintenance. Job related vocational training or other education may be substituted on a year-to-year basis for the required experience. Supervisory experience preferred.

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, pest control, landscape design and construction.
- Knowledge of safe and effective pest control practices.
- Knowledge of landscape and irrigation design.
- Ability and endurance to perform tasks for up to 8 hour periods.
- 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.

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.