

ISSUED: **3/13, 7/92**

& 3/88

TITLE: Landscape Supervisor

SALARY

CLASS

SCHEDULE:

CODE: 7M707

SALARY

EEO

UNION: 517-M

GRADE:

CODE: 70

FLSA: Non-Exempt

E-

CLASS: 7M

POSITION PURPOSE

Supervise and train grounds maintenance employees engaged in tending to the University's properties and snow removal.

ESSENTIAL JOB FUNCTIONS

- Assign and oversee the work of grounds maintenance employees engaged in maintaining the University's outdoor properties and providing relocation services. Direct the efforts of workers to cut grass, trim trees, move furniture and equipment, plow snow and perform landscaping; spot check work of subordinates to ensure assignments are completed properly; instruct on special conditions or projects which need attention; relay information or requests to staff; motivate workers.
- Train employees in the proper use of groundskeeping equipment and supplies. Instruct new employees on methods, procedures and policies; tour work area with employees and indicate duties and responsibilities within each area; provide on-the-job training and review to employees; operate groundskeeping equipment and vehicles to provide instruction on use and upkeep; guide new staff through daily routine to assure understanding of duties. Provide remedial training and/or instruction on new supplies and equipment as necessary; explain and enforce safety regulations.
- Instruct, counsel, advise and interpret University policies, procedures and work rules for employees. Address and settle grievances as necessary; promote healthy work relationships; interview job applicants; recommend appropriate personnel actions, e.g. hire, termination, transfer, promotion, etc. of staff to management; approve vacation; conduct performance evaluations, discipline and training of subordinate personnel. Alert employees of attendance policies and assure enforcement.
- Coordinate special projects within work area. Alert proper University personnel of work to be completed and its impact, if any, on other work in the area; arrange for projects to be completed so as to inconvenience as few operations, staff, students and visitors as possible. Prepare accurate estimates of labor, material and equipment costs for routine grounds maintenance and special projects.

- Maintain schedule for assigned staff. Approve vacation time so as to allow for adequate coverage of work area; assign staff to handle assigned areas for absent employees and work on projects; monitor completion of staff's daily assignments and progress toward completing projects; recommend changes as necessary. Order equipment and supplies for use by staff and report status of assigned projects.
- All Grounds Supervisors are considered to be "Essential Personnel," and are required to report during a university emergency closure period.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

- High school graduate or equivalent combination of education and/or experience.
- Possession and maintenance of valid Michigan vehicle operator's license and satisfactory driving record as determined by University policy.
- Ability to follow and give instructions.
- Ability to perform mathematical computations to estimate needs and costs.
- Ability to lift and/or move heavy groundskeeping supplies and equipment.
- Ability to transport, use and maintain the full range of groundskeeping supplies and equipment, including hand and power mowers, edgers, shovels, plows, sweepers, sprinklers, line markers, etc.
- Ability to work in varying environmental conditions utilizing the appropriate precautions to ensure safety of self and others.
- Some supervisory experience required.
- State certification as a pesticide applicator required.
- Considerable experience in grounds maintenance.
- Must obtain security clearance.

