

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

& 5/91

TITLE: <u>Landscape Working Supervisor</u>	SALARY	CLASS
	SCHEDULE:	CODE: <u>7M708</u>
UNION: <u>517-M</u>	SALARY	EEO
	GRADE: _____	CODE: <u>70</u>
	FLSA: <u>Non-Exempt</u>	E-CLASS: <u>7M</u>

POSITION PURPOSE

Oversee and participate in the performance of a variety of tasks to preserve and maintain the University grounds. Supervise and train grounds maintenance employees and coordinate relocation activities.

ESSENTIAL JOB FUNCTIONS

- Supervise and perform routine servicing of power operated equipment used for groundskeeping activities. Check fuel, oil and battery fluid levels; add or change same as necessary; change tires; install, remove, oil, grease and adjust groundskeeping equipment and/or attachments; wash and/or steam clean equipment and attachments. Perform preventative maintenance utilizing hand and/or power tools, such as sharpening blades, and perform minor repairs not requiring the services of a mechanic.
- Supervise and participate in snow removal during winter months. Use shovels, sweepers, plows and/or trucks to clear sidewalks, driveways and paths of snow and/or ice; spread salt on surfaces as appropriate; break ice as necessary to ensure safety of students, staff and visitors.
- Direct and participate in efforts 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.
- Instruct new employees on methods, procedures and policies. Provide on-the-job training and review to employees; operate groundskeeping equipment and vehicles to provide instruction on use and upkeeps; 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. Promote healthy work relationships; interview job applicants; assist in implementing personnel actions, e.g. hire, termination, transfer, promotion, etc. of staff; approve vacations; conduct performance evaluations, discipline and training of subordinate personnel. Alert employees of attendance policies and assure enforcement.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

- 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 a 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 preferred.
- May be required to obtain State certification as a pesticide applicator within 90 days of hire to comply with State law.
- Some experience in grounds maintenance.
- Must submit to warrant check and finger printing to reveal any criminal activity which may render one unsuitable to have access to facilities and equipment.