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## Auburn University Job Description

Job Title: **Mgr, Campus Rec Turf&Lndscping**

Job Family: No Family

Job Code: **AE87**

Grade FM14 \$44,500 - \$71,200

FLSA status: Exempt

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### Job Summary

Manages and maintains the Campus Recreation fields and landscaping. Responsible for monitoring field budgets and equipment inventory as well as ensuring efficient field operations.

### Essential Functions

1. Maintains all Campus Recreation fields and landscaping ensuring fields are safe and prepared for Campus Recreation games, practices, events, and informal recreation.
2. Carries out administrative duties including monitoring budgets, purchasing, developing and enforcing policies and procedures, and developing and implementing goals and specifications related to the operations of fields and landscaping.
3. Develops and manages a preventative maintenance plan for all fields and landscaping as well as a plan for ongoing maintenance.
4. Manages inventory of equipment and supplies for work areas.
5. Serves as point of contact for any outside contractors to ensure work is completed according to contract and/or purchase order standards.
6. Assists with the coordination of emergency action plan for fields and work areas.
7. Assists with making rain delay decisions and/or closing of fields due to weather.
8. Hires, trains, and evaluates full-time, student, and seasonal employees. Responsible for appraising performance and ensuring that the training and development needs of staff are met.
9. Performs other related duties as assigned.

### Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

|                          | <u>Minimum</u>           | <u>Focus of Education/Experience</u>                           |
|--------------------------|--------------------------|--|
| <b>Education</b>         | Four-year college degree | Degree in Horticulture, Turf Management, or related field.     |
| <b>Experience (yrs.)</b> | 5                        | Experience in field and landscape preparation and maintenance. |

#### **Substitutions allowed for Education:**

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

#### **Substitutions allowed for Experience:**

Indicated experience is required; no substitutions allowed.

#### **Minimum Required Knowledge**

Knowledge of turf and landscaping management and irrigation systems.

Working knowledge of field and landscaping equipment.

#### **Certification or Licensure Requirements**

Valid Driver's License. Ornamental & Turf Pesticide Applicator License or equivalent Pesticide Applicator License is required within 12 months of hire.

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### Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, reaching, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires sitting, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting more than 100 pounds.

Date: 11/1/2019

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