
Auburn University Job Description

Job Title:	Mgr, Landscape	Job Family:	No Family
Job Code:	NA32	Grade 35:	\$51,900 - \$86,400
FLSA status:	Exempt		

Job Summary

Reporting to the Director of Landscape Services, responsible for leading and managing either the maintenance or professional service side of Landscape Services' workforce and operations. Oversees the maintenance, contracts, services, and/or projects of Landscape Services to ensure and continually improve the pristine conditions of Auburn University grounds.

Essential Functions

1. Initiates and manages landscape projects; coordinates with internal departments and/or contracted services to ensure that the proper support is available for the successful and timely completion of work.
 2. Coordinates, organizes, and conducts new, reoccurring, and/or daily training related to safety practices and the proper operation of equipment. Leads employee development by building and managing all training and continuing education opportunities and requirements. Oversees training and credentialing requirements for internal promotions.
 3. Manages, oversees, and reviews assigned landscape-related contracts. Monitors work performed in contracted areas to ensure the contractors' compliance with all terms and conditions. May assist with writing, developing, and negotiating contracts.
 4. Oversees the maintenance and inventory control of landscape materials, equipment (including maintenance, pesticides, and heavy equipment), and fleets. Manages service records, vehicle inspections, and repair schedules to ensure that landscape activities remain safe and free from disruptions.
 5. Manages work order requests and project priorities for work performed by Landscape Services personnel. Ensures that work is completed in a safe, timely, and accurate manner and in compliance with University standards and appropriate regulatory agencies.
 6. Coordinates communications and activities among Landscape zones, services, and projects; other Facilities Management Departments; outside contractors; and Auburn University customers and affiliates. Communicates with stakeholders to maintain awareness of activities, maximize efficiencies, and resolve questions.
 7. Manages assigned staff and leads recruitment of positions including reviewing resumes, conducting interviews, and overseeing performance review evaluations. Assists in resolving employee relations issues.
 8. Leads customer-service-focused initiatives and regularly meets with clients to understand landscape needs and ensure that support can be provided. Investigates and responds to clients' queries, complaints, or other issues to meet and satisfy client needs.
 9. Develops and maintains a quality control program to improve processes and ensure high standards of work. Tracks status of work accomplishments, analyzes data, and prepares reports, recommendations, and plans in support of increasingly higher levels of performance and productivity.
 10. Occasionally required to work outside of normal operating hours and days to manage special events, emergencies, and inclement weather. May perform other related duties as assigned by the Dir, Landscape Services.
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Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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>
Education	Four-year college degree	Four-year college degree in horticulture, landscape architecture, agronomy, or related field.
Experience (yrs.)	7	Progressively responsible experience in landscape management and supervision in a University setting or institution of similar size or complexity.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Comprehensive knowledge of landscape management and design. Knowledge of horticultural principles and practices as well as plant biology, usage, and maintenance. Knowledge of pesticides, herbicides, fertilizers, and chemical applications. Knowledge of proper safety training and procedures. Working knowledge of floriculture, arboriculture, agriculture, turf agronomy, and sustainability initiatives.

Certification or Licensure Requirements

Valid driver's license, Ornamental & Turf Pest Control - Supervisor (OTPS) or equivalent state pesticide license. If pesticide license is obtained in another state, the OTPS must be obtained in the first 6 months of employment.

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, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires sitting, climbing or balancing, and lifting up to 100 pounds.

Date: 1/17/2020
