
Auburn University Job Description

Job Title:	Supv, Landscape	Job Family:	No Family
Job Code:	NB37	Grade 33:	\$39,300 - \$65,500
FLSA status:	Non-exempt		

Job Summary

Oversees, assigns, and trains employees in all aspects of proper and safe landscape techniques in order to maintain and improve University grounds.

Essential Functions

1. Supervises, leads, and participates in the installation, care, and maintenance of University landscaping. Oversees quality control by inspecting plant care, work sites, and workmanship to ensure that grounds are kept in pristine condition at all times.
2. Plans and prepares job sites across campus for the installation and maintenance of landscaping. Ensures that projects and duties are carried out in a safe, productive, and professional manner.
3. Oversees and performs a variety of technical landscape-related duties on University grounds including, but not limited to, proper plant placement and annual bed installation, pesticide application, tree care, grading and erosion control, tree, plant, and shrub pruning, basic irrigation repairs, and seasonal color maintenance.
4. Creates, approves, and/or implements landscape designs, schedules, purchases, and plant selection for various sites throughout campus. Identifies areas for landscaping improvements and corrects any aesthetic-related issues.
5. Ensures that University grounds, streets, and parking lots are kept free of dirt, leaves, trash, and other debris through the use and maintenance of litter control equipment.
6. Plans and oversees the safety and equipment training, scheduling, and development of assigned staff. Responsible for maintaining records of work orders, purchases, activities, time, and schedules. Gathers metrics and provides reports.
7. Coordinates landscape plans and activities with the Office of University Architect, project managers, outside contractors, utility personnel, and other landscape personnel. Communicates with others to keep them informed of work progress, provide project support, and answer detailed inquiries.
8. Oversees proper moisture, soil, sun, shade, chemical, and seasonal needs to ensure the health and care of plants.
9. Serves as subject matter expert in identifying, diagnosing, and treating plant disease, pests, drought stress, and other plant needs. Oversees pesticide equipment, sprayers, and fertilizer spreaders. Reads and interprets pesticide labels and applies pesticides according to label recommendations.
10. Maintains fleet and tool inventory. Oversees the safe operation, maintenance, and repair of various landscaping equipment such as backhoes, tractors and implements, specialized mowers, and various heavy equipment, hand tools, and power tools.
11. May work outside of normal operating hours and days to manage special events, emergencies, and inclement weather.
12. May be responsible for meeting and maintaining training and certification requirements as outlined by the applicable department's training and credentialing requirements. May perform other landscape-related duties as assigned.

Supervisory Responsibility

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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 degree in horticulture, landscape architecture, agronomy, or related field.
Experience (yrs.)	6	Experience of progressively technical groundskeeping operations. Must include 2 years of supervision, leadership, or mentoring employees in this field.

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

Strong knowledge of landscape design and proper plant selection, planting techniques, and seasonal maintenance. Expert knowledge of plant materials and care including the ability to identify various types of plants, plant materials, and soil types. Strong knowledge of the various types and proper applications of herbicides, fertilizers, and related chemicals. Knowledge of proper safety training and procedures.

Certification or Licensure Requirements

Valid Driver's License required and Ornamental & Turf Pest Control - Supervisor (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.

Ability to see information in print and/or electronically. Skillful hand-eye coordination. Ability to visually recognize unsafe circumstances.

Date: 1/17/2020
