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## Auburn University Job Description

Job Title: **Dir, Landscape Services**

Job Family: No Family

Job Code: **NC29**

Grade FM19 \$77,600 - \$139,700

FLSA status: Exempt

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### Job Summary

Reporting to the Facility Operations Executive Director, responsible for the administrative leadership of Landscape Services. Serves as the chief horticulturist for the University and is responsible for the planning, care, and maintenance of all plant materials in the University landscape.

### Essential Functions

1. Directs all operations of Landscape Services to include horticultural and arborist operations, turf/tree/shrub maintenance, landscape design, insect/disease/weed control, hardscapes, and all related operations. Oversees the design, installation, and maintenance of irrigation systems and landscape planning.
  2. Provides directive leadership for the efficient staffing and work execution of managers, supervisors, arborists, groundskeepers, landscape techs, equipment operators, greenhouse staff, and other employees. Directs safety and training initiatives by identifying needs and overseeing safety practices and training requirements.
  3. Oversees and develops a quality control program to improve processes and ensure high standards of work. Directs facility inspections and metric analysis related to short-term and long-range campus ground needs.
  4. Develops, projects, and maintains departmental budget and related fiscal matters. Formulates estimates and establishes departmental priorities.
  5. Participates in the design development and review of landscape-related components in capital projects and renovation projects. Works with the Office of the University Architect to coordinate and implement annual landscape and tree planting projects in compliance with campus policies, procedures, and the Landscape Master Plan.
  6. Designs policies and procedures to increase the effectiveness of Landscape Services operations and addresses the needs of the campus community. Oversees landscape issues within the University and ensures that all governmental, University, and departmental safety programs and standards are followed and adhered to.
  7. Directs the landscape services for game day operations, commencement ceremonies, various campus events, and joint events with the city by overseeing coordination efforts, litter control, and any other special preparations of outdoor spaces.
  8. Plans, directs, and coordinates an integrated pest management program. Directs personnel responsible for the application of fertilizers, insecticides, herbicides, fungicides, and the implementation of cultural and physical practices to reduce the impact of plant pests. Stays current in trends and technological advances in the storage and usage of these materials.
  9. Develops and reviews policies and funds related to tree mitigation. Oversees arboriculture practices, assessments, and plans in order to reduce risks and ensure safety regarding University trees.
  10. Initiates and oversees assigned landscape-related contracts. Determines scope of contract work and assists with writing, developing, and negotiating contracts.
  11. 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
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the Executive Director of Facility Operations.

### **Supervisory Responsibility**

Supervises others with full supervisory responsibility.

*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, landscape architecture, agronomy, or related field.
<b>Experience (yrs.)</b>	8	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 pesticide usage, fertilizers, and chemical applications.

Knowledge of floriculture, arboriculture, agriculture, turf agronomy, and sustainability initiatives.

Knowledge of proper safety training and procedures

Ability to manage, direct, and motivate others; ability to effectively communicate with customers and employees.

Ability to utilize computers, mobile devices, Microsoft Suite, work order management systems, and time management programs.

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

Valid driver's license and International Society of Arboriculture (ISA) Certified Arborist within 1st year of employment.

Perferred: Ornamental & Turf Pest Control - Supervisor (OTPS) or equivalent state pesticide license and Alabama Certificated Landscape Professional or relevant Alabama or national landscape professional certification.

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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.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines

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and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 9/6/2019

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