

## **GROUNDS MAINTENANCE SUPERVISOR**

### **Job Description**

**CATEGORY:** PLANT OPERATIONS  
**POSITION STATUS:** FULL-TIME  
**FLSA STATUS:** NON-EXEMPT  
**SALARY CODE:** 60  
**REPORT TO:** EXECUTIVE DIRECTOR OF FACILITIES & PHYSICAL PLANT  
**REVIEWED DATE:**

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

### **JOB SUMMARY**

Performs, directs and supervises the operational and personnel activities of the landscaping and maintenance duties on campus properties.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Plans, directs, manages, and leads the overall operation of the College grounds department to maintain a safe and attractive landscape, including assigning, training and evaluating work for grounds areas owned or operated by the College.
- Assures compliance with applicable health and safety standards.
- Assesses, develops, implements and evaluates necessary cultural practices for turf and tree care, irrigation, storm water management and pest management.
- Responsible for budget preparation and management; coordinates the requisitioning and purchasing of grounds maintenance supplies and equipment; controls and authorizes expenditures in accordance with established limitations and purchasing rules; develops contract specifications and scope of work.
- Researches and tests new products, materials, and equipment; ensures data entry and tracking related to computerized maintenance management systems, chemical applications, landscape and irrigation documentation, and related grounds activities.
- Trains and supervises the performance of assigned staff; takes disciplinary action when needed; assures substitute coverage as necessary; reviews schedule of various sites.
- Coordinates and conducts site inspections; recommends actions for improvement as appropriate.
- Provides technical expertise, information and assistance to the College regarding assigned functions; participates in the formulation and development of policies, procedures, and programs as requested.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Promotes positive morale and teamwork within the functional unit and provides exceptional customer service to students, faculty and the community.

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- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by Texas Southmost College (TSC).
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Assists with the process for systematic review and evaluation of the planning unit per the model adopted by the College, including the development and monitoring of outcomes and plans of action for improvement based on the assessment of those outcomes and plans.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Performs duties and responsibilities within a high-tech all-digital environment.
- Performs other duties as assigned.

### **REQUIRED KNOWLEDGE AND SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Ability to supervise and implement a comprehensive grounds maintenance program.
- Ability to assist in preparing and administering a budget.
- Ability to maintain accurate and detailed records of work and projects performed.
- Ability to operate vehicles including tractors, forklifts, mowers, and other landscape equipment; tows trailers and ensures the safe loading of trailers.
- Knowledge of methods, supplies, equipment and tools used in planting, cultivating and caring for lawns, shrubs, annuals and perennials, and trees.
- Knowledge in identifying plants and cultivation requirements.
- Knowledge in plant pest/disease problems.
- Knowledge of installation and repair of irrigation systems.
- Knowledge of modern office procedures, methods and communication equipment.
- Knowledge of financial record keeping and reporting principles and practices.
- Knowledge of safety and accident prevention practices.
- Knowledge of horticulture and landscape maintenance.
- Knowledge of inventory records and systems.
- Knowledge of pest management practices and procedures
- Knowledge of OSHA safety regulations.
- Ability to supervise, train, and conduct performance evaluations.
- Ability to lead, instruct, and train others in the proper use of hand tools, electronic equipment, operated motorized equipment and vehicles such as carts, cars, trucks or vans.
- Ability to grasp concepts and procedures quickly.
- Strong detail orientation and ability to multi-task with little direct supervision.
- Strong judgment, decisiveness and interpersonal skills to work effectively with employees at all levels of the organization.

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- Ability to work under pressure with multiple interruptions and meet deadlines.
- Cooperation team player in a diverse working environment.
- Ability to thrive in a fast-paced, customer-service oriented collaborative team environment.
- Excellent customer service skills and interpersonal skills.
- Excellent oral and written communication skills.
- Ability to handle sensitive and extensive confidential data.
- Problem solving skills and the ability to lead, instruct, handle a large variety of details and to work with all levels of organization.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.

### **REQUIRED EDUCATION AND EXPERIENCE**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- A high school diploma or G.E.D equivalent.
- Five years (5) grounds maintenance and landscaping experience with three years (3) supervisory experience of grounds maintenance workers.
- Experience in the use of standard grounds keeping equipment including all types of water sprinklers.

### **PREFERRED EDUCATION AND EXPERIENCE**

- Bachelor's degree from an accredited college or university in landscape technology or horticultural science.
- Five (5) years supervisory experience of grounds maintenance workers.

### **CERTIFICATES AND LICENSURES**

- Valid Texas driver's license or the ability to obtain one within 90 days of hire.
- Pest control license must be obtained within one year of employment.
- Forklift certification preferred.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to sit; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.

## GROUPS MAINTENANCE SUPERVISOR

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Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

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#### Disclaimer:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Direct Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

HR Representative: \_\_\_\_\_ Date: \_\_\_\_\_

### Posting Specific Questions

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Required fields are indicated with an asterisk (\*).

1. \*How did you hear about this employment opportunity?
  - TSC Website
  - HigherEdJobs
  - Indeed
  - LinkedIn
  - Specialty Job Board
  - Facebook
  - Work-In-Texas/ Texas Workforce Commission
  - Job Fair
  - Personal Referral
2. \*Do you have a high school diploma or G.E.D equivalent?
  - Yes
  - No
3. \*Do you have five (5) years grounds maintenance and landscaping experience with three years (3) supervisory experience of ground maintenance workers?
  - Yes
  - No
4. \*Do you have experience in the use of standard grounds keeping equipment including all types of water sprinklers?
  - Yes
  - No
5. Do you have a Bachelor's degree from an accredited college or university in landscape technology or horticultural science?
  - Yes
  - No
6. Do you have five (5) years supervisory experience of grounds maintenance workers?
  - Yes
  - No
7. Do you have a pest control license OR are you able to obtain one within one year of hire?
  - Yes
  - No
8. Do you have a forklift driver certification?
  - Yes
  - No
9. \*Do you have a valid Texas driver's license or can you obtain within 90 days of hire?
  - Yes
  - No