

Job Family	General Services	Job Summary	Involves planning, organizing, coordinating and performing activities supporting exterior hard and soft scapes, including gardening, planting, landscape, grounds, playing fields, and tree maintenance, erosion control, pest management, exterior fire control projects, irrigation repair and maintenance, grounds equipment repair and maintenance.
Job Function	Landscaping and Groundskeeping		
Category	Supervisory & Management		

Job Level	Supervisor 1	Supervisor 2
Job Title	Landscape Grounds Supervisor 1	Landscape Grounds Supervisor 2
Job Code	7990	7991
Tracking Code	A0294	A0293
Personnel Program	PSS	PSS
FLSA	Exempt	Exempt
Generic Scope	Provides immediate supervision to a unit or group of operational or technical employees. A portion of time may be spent performing individual tasks related to the unit; however, supervisory activities must constitute a primary part of the job. Supervises unit operations to ensure compliance with departmental or organizational policies, procedures, and defined internal controls. Ensures accountability and stewardship of department resources (operational, financial, and human) in compliance with departmental standards and procedures.	Provides direct supervision typically to professionals or skilled technical employees. Functions as advisor to unit and administration. Analyzes and resolves problems, interprets policies (e.g., fiscal management, HR, contracts and grants, resource management in defined areas) and demonstrates solid subject matter knowledge. Exercises judgment within defined procedures and policies to determine appropriate action. Supervises staff to assure accountability and stewardship of department resources (operational, financial, and human) in compliance with departmental goals and objectives.
Custom Scope	Supervises the work of landscape / groundskeeping employees. Receives predetermined work assignments that are subject to a moderate level of control and review. Works on issues of limited scope. Directs subordinates to complete assignments using established guidelines, procedures, and policies. Requires full knowledge of own area of functional responsibility.	Receives assignments in the form of objectives and goals and determines how to use resources to meet schedules and goals. Provides guidance to subordinates within the latitude of established policies. Determines changes to policies and establishes procedures that affect the organization. Reviews situations and develops solutions. Identifies risks and responds accordingly. May serve as subject matter expert.
Key Resp 01	Closely oversees day to day activities of landscape / groundskeeping employees.	Oversees daily activities of landscape / groundskeeping employees.
Key Resp 02	Plans, organizes and directs routine landscape / groundskeeping operations.	Creates long and short terms strategies in the planning, organizing and direction of routine and non-routine landscape / groundskeeping operations.
Key Resp 03	Trains and supervises the landscape / groundskeeping staff to maintain an orderly, safe, and efficient grounds operation.	Oversees training and supervision of landscape / groundskeeping staff to maintain an orderly, safe, and efficient cleaning operation.
Key Resp 04	Uses knowledge in the care and use of power equipment and other landscape / groundskeeping tools.	Uses knowledge in the care and use of power equipment.
Key Resp 05	Ensures safety, hazardous materials and landscape / groundskeeping policies and procedures are adhered to.	Ensures compliance with safety, hazardous materials and landscape / groundskeeping policies and procedures.
Key Resp 06	Enforces biohazardous materials and equipment policies and procedures.	Recommends and enforces proper handling and mixture of chemicals.
Key Resp 07	Recommends and enforces proper handling and mixture of chemicals.	Maintains proper inventory needs and purchase inventory.
Key Resp 08	Maintains proper inventory needs and purchase inventory.	Responsible for performance management.
Key Resp 09	Responsible for performance management.	Maintains scheduling within prescribed budgetary guidelines.

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Key Resp 10	Maintains scheduling within prescribed budgetary guidelines.	Assists with budget planning and maintenance.
Key Resp 11	May assist with budget planning and maintenance.	May be responsible for coordinating programs (water abatement, weed abatement & irrigation) with various municipalities, governmental organization etc.
Key Resp 12	May be responsible for coordinating programs (water abatement, weed abatement & irrigation) with various municipalities, governmental organization etc.	May be required to operate vehicles.
Key Resp 13	May be required to operate vehicles.	
Key Resp 14		
Key Resp 15		
Education 1	High school diploma or equivalent certification preferred.	High school diploma or equivalent certification preferred.
Education 2	Academic prep in horticulture preferred.	Academic prep in horticulture preferred.
Education 3		
Education 4		
License 1	QAL (Qualified Applicators License -- pesticide applicators license) may be required.	QAL (Qualified Applicators License -- pesticide applicators license) may be required.
License 2		
License 3		
License 4		
Cert 1	Bloodborne pathogen and sharps disposal training.	Bloodborne pathogen and sharps disposal training.
Cert 2		
Cert 3		
Cert 4		
Spec Cond 1		
Spec Cond 2		
Spec Cond 3		
Spec Cond 4		
KSA 01	Working knowledge in landscape / groundskeeping services.	Solid knowledge in landscape / groundskeeping services.
KSA 02	Working verbal and written communication skills in the English language, including active listening, flexibility, critical thinking, and the ability to multi-task and ensure effective time management.	Solid verbal and written communication skills in the English language, including active listening, flexibility, and critical thinking, and ability to multi-task and ensure effective time management.
KSA 03	Working decision making and reasoning skills, and ability to develop original ideas to solve problems and conduct operations analysis and quality control analysis.	Solid decision making and reasoning skills, and ability to develop original ideas to solve problems, and conduct operations analysis and quality control analysis.

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KSA 04	Working, effective interpersonal and work leadership skills to provide guidance to other personnel.	Solid and effective interpersonal and work leadership skills to provide guidance to other personnel.
KSA 05	Ability to provide plant and pest identification.	Strong ability to provide plant and pest identification.
KSA 06	Basic computer application skills.	Intermediate computer applications skill.
KSA 07		
KSA 08		
KSA 09		
KSA 10		
KSA 11		
KSA 12		
KSA 13		
KSA 14		
KSA 15		
Environment	Greenhouses, grounds, and offices.	Greenhouses, grounds, and offices.
Career Path 1	Landscape Grounds Supervisor 2	Career Path open
Career Path 2		
Career Path 3		
Career Path 4		
Career Path 5		
Career Path 6		