

University of Houston – Clear Lake

Position Description

Job Title: **Supervisor, Grounds**

Job Code: **3637**

Pay Grade: **020**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma or GED.	
Experience	Three to five years of experience in commercial or institutional grounds maintenance. Three years supervisory experience. Able to operate all types of equipment. Know basic, fundamental operations of irrigation systems. Some knowledge of extermination and entomology.	
License/Certification	Non-commercial applicators license for pesticides under structural pest control board.	

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Supervises and coordinates the daily operations of grounds crews for maintenance of exterior infrastructure, makes daily inspections campus wide and prioritizes work assignments. Responsible for ensuring all work orders are completed in a timely manner, Assess and resolves grounds related problems, Assists the Horticulturalist with the care of interior/exterior plants and flowerbeds.

Duties and responsibilities	% Time
Perform supervisory administrative tasks such as service call, timesheets, reports, performance assessments, equipment inventory, applicant search duties, and procurement of equipment and supplies and vendor/contractor contacts.	35
Plan and organize the daily operation of grounds maintenance department including all supervision, irrigation, lawn care and special projects.	25
Prioritize and schedule various grounds maintenance projects like annual tree and shrub pruning, lawn fertilization, and installation of irrigation systems.	20
Supervise pest, weed, and animal control activities including keeping pesticide records, safety data sheets and scheduling continuing education for non-commercial applicator's license. Assist with event preparation and clean up. Member of the ride out crew for hurricane preparedness. Other duties as assigned.	20

This position description describes the general qualifications, duties and responsibilities of work being performed.