



<b>Job Title</b>	Director, Landscape Natural Resources	<b>Job Code</b>	FS0418
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	21
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Exempt
<b>Job Family</b>	Facilities	<b>Union Code</b>	000
		<b>Subfamily</b>	Facilities Administration

**Job Family & Subfamily Summary**

**Facilities Professionals** plan, design, manage and/or perform activities related to the maintenance, construction and/or installation of facilities, infrastructure and grounds.

**Facilities Administration Professionals** provide leadership to various units within the Facilities area.

**Job Summary**

Provides leadership in the direction and management of the Landscape and Natural Resources (LNR) Department. Oversees all landscape planning, design and installation projects on campus;

**Representative Duties**

1.
  - Implements the UCF Campus Landscape Master Plan
  - Coordinates with other LNR and campus departments on all minor and major projects that have a landscape component
  - Develops and updates campus standards
  - Assists with development and tracking of annual budgets and hiring plans.
  - Oversees campus nursery operations
  - Provides staff communication, sets priorities, develops and executes plans, and tracks projects
  - Develops and recommends departmental strategies, procedures and policies
  - Develops, implements and interprets departmental operational procedures
  - Assists in communicating and achieving the vision, mission and goals of the department and university
2.
  - Oversees planning design and construction of annual campus enhancements
  - Serves as primary point of contact for continuing service and other landscape architecture firms on contracted projects, campus enhancements, new construction and other related projects
  - Supervises Coordinator and crew for landscape irrigation; coordinates irrigation design and construction associated with new landscape construction, campus enhancements and other landscape renovations
  - Supervises superintendent and crew for landscape construction and special projects
  - Makes decision and recommendations on personnel actions, as appropriate
  - Oversees updates for the GJS-based landscape inventory; maintains landscape design files and as-built construction documents for landscape and incorporates new construction into landscape inventory
  - Maintains and coordinates effective working relationships with university administrators, staff in other university departments, direct service organizations, off-campus entities, and outside agencies and contractors
  - Represents the department on matters related to campus landscape design, planning and construction
  - Assists in communicating and achieving the vision, mission and goals of the department and university
  - Helps oversee departmental website
  - Serves as emergency personnel for LNR and helps coordinate emergency response for the department
  - Assists with annual assessment and departmental reporting

## Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
<b>Work Experience</b>		
8+ years of relevant work experience 3+ years of leadership experience		
<b>Additional Requirements</b>		

## Physical/Environmental Demands

Standard office environment with no unique physical demands

---

**This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.**