



Job Title	Manager, Building and Grounds	Job Code	FS0617
Pay Plan	A&P	Pay Grade	17
Union	Non-Union	FLSA Status	Exempt
Job Family	Facilities	Union Code	0
		Subfamily	Grounds/Landscaping

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.

Grounds/Landscaping Professionals plan, organize, coordinate, and perform landscaping activities on campus. Includes gardening, planting, landscape and grounds maintenance, erosion, and pest control.

Job Summary

Coordinates and oversees landscape operations, service contracts, and contractors within specified zones.

Representative Duties

1. Standards and Inspections

- Implements and oversees standards, guidelines, and schedules for landscape operations personnel
- Conducts daily inspections of work sites to insure all work performed by staff and contractors complies with university standards and specifications

2. Work Assignment

- Plans and schedules daily/weekly work assignments received through the computerized work order system
- Follows and updates approved SOPs and processes, and inputs required data into system regularly

3. Supervision

- Supervises, trains, and provides logistical support to staff
- Issues work assignments to direct reports, holding employees accountable and ensuring assignments are completed within the specified time frame
- Assesses equipment needs, and procures materials, supplies, and equipment needed to complete tasks
- Coordinates work and participates in the maintenance and operations of campus grounds, including turf maintenance, weeding, policing, edging, pruning, and maintaining general cleanliness of the campus grounds

4. Training

- Trains and re-trains employees in the professional techniques of work associated with respective trades
- Inspects for hazardous working conditions or practices and instructs employees in safety and security procedures

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
4+ years of relevant work experience		
Additional Requirements		

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.