



Job Title	Superintendent, Groundskeeping	Job Code	FS0629
Pay Plan	USPS	Pay Grade	16
Union	Non-Union	FLSA Status	Non-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

Supervises, trains, plans, schedules, and coordinates the workload for assigned employees in a timely manner to ensure safety, quality maintenance, and best management practices of all landscape. Primary point of customer contact which represents the organization and is responsible to ensure customer satisfaction and communication.

Representative Duties

- Supervises staff to include scheduling and all personnel actions
- Analyzes and categorizes work backlog
- Ensures that all life safety and urgent work orders are responded to and resolved in an expedited manner
- Analyzes schedule status and forecasts manpower availability
- Analyzes and categorizes work backlog by prioritizing and assigning efforts required for work completion
- Maintains and adheres to scheduled completion dates with a prioritized productivity level documenting any discrepancies
- Ensures compliance to enacted policies, regulations, or laws
- Inspects zone work work for completeness, fulfillment of the identified scope, safety and health, and general quality of workmanship
- Responsible for proper care of equipment
- Responsible for maintaining inventory of supplies, chemicals, and equipment
- Provides coaching & training on job assignments, standards, and customer service
- Functions as liaison between customers and service providers
- Assists in other areas in times of personnel shortages and emergencies

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	High School Diploma or Equivalent	
Certification(s)		
Licensure(s)		
Work Experience		
4+ years of relevant work experience		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with occasional outside 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.