

# Classification Description



**Job Title: Campus Grounds Maintenance Lead**

**Pay Grade: 108**

**Job Code: 3941**

**FLSA Status: Non-Exempt**

## **Job Purpose**

The Campus Grounds Maintenance Lead is responsible for outdoors work performing a range of plant and landscape design and maintenance at a designated campus, while providing recommendations and guidance as needed to other campuses to ensure consistent landscape aesthetics College-wide.

## **General Responsibilities**

### **Essential Functions**

Plans, coordinates and monitors campus programs for turf management, landscape irrigation and water conservation.

Reviews landscape plans and standards, and makes recommendations regarding appropriate plant materials for new and replacement plantings.

Designs, plants, cultivates, trims and prunes shrubs, trees and other plants; transplants, fertilizes, applies chemicals, waters, and weeds flowerbeds and plant areas with special emphasis on designated garden(s) and high visibility areas.

Assists in providing direction and instructions to grounds crew and outside vendors for planting, pruning, weeding and other landscape maintenance activities.

Recognizes disease and insect problems of woody and herbaceous plants; informs and follows-up with grounds crew in order to mitigate damages to plant life.

Serves as a liaison to outside contractors and vendors to ensure construction activities related to new buildings, renovations and remodels are completed in a manner that will preserve landscaping; makes recommendations and works with appropriate individuals to ensure trees, shrubs and other plantings are transplanted or maintained during construction work.

Works with designated representatives on each campus to provide input and guidance around types of trees, shrubs and plants needed to ensure consistent aesthetics across the district; prepares landscape design recommendations and layouts for the campuses, as needed.

## CAMPUS GROUNDS MAINTENANCE LEAD

Prepares budget for landscape needs; places plant, supply and other material orders; provides specifications, proposals and layouts of material and landscaping projects to supervisor for approval.

Utilizes assigned hand tools and power tools as needed; ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.

Tests the soil and vegetation to determine irrigation needs.

Maps out areas for irrigation installation.

Digs trenches and installs pipes and lines.

Installs pumps and electrical timers.

Conducts routine maintenance checks.

Troubleshoots and replaces faulty irrigation and other grounds equipment parts.

Completes progress reports and work orders.

Assesses grounds daily for cleanliness, exterior lighting, road/sidewalk repair and vegetation.

Operates College owned motor vehicles to transport materials and equipment.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

### **Knowledge, Skills and Abilities**

#### **Minimum Qualifications**

Bachelor's degree from a regionally accredited institution of higher education in horticulture, landscape architecture or a related field.

Three (3) years of experience in parks maintenance, golf course, or resort landscaping and management, or a related field. Appropriate combination of education and experience may be substituted.

Possession of, or eligible to obtain, a valid Florida Driver's license and the ability to travel independently throughout the College service district.

## CAMPUS GROUNDS MAINTENANCE LEAD

Demonstrated experience with or knowledge of:

- The characteristics, growth habits, and proper cultivation of a wide selection of flowering bulbs, annuals, perennials and plants native to Florida.
- The proper implementation of an Integrated Pest Management program, including the use of various fertilizers, pesticides and soil conditioners.
- Turf and plant materials and problems associated with each species and diseases and proper care for these turf and plant problems.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

### **Critical Skills/Expertise**

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.

## CAMPUS GROUNDS MAINTENANCE LEAD

- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

### **Work Conditions/Physical Demands/Special Conditions**

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 50 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: March 31, 2021. Revised: July 1, 2023.