

Wright State University
CLASSIFIED JOB SPECIFICATION
Grounds Maintenance Supervisor

I. JOB INFORMATION

Job Title: **Grounds Maintenance Supervisor (CS 16)**

Job Class: **51213**

FLSA Status: Non-Exempt

II. JOB SUMMARY

Under general direction coordinates and directs the operations of the grounds maintenance department.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Reads and interprets landscape blueprints and oversees the implementation of landscape projects, plants. Coordinates and directs in-house and contracted work. Analyzes maintenance problems. May work on grounds projects and routine grounds maintenance w
- Directs the propagation and cultivation of turf, trees, shrubs and flowers; supervises and may apply the application of pesticides, insecticides and fertilizers and may assist the Grounds Manager with the maintenance of all outdoor athletic facilities; s
- Works with subspecialty areas including waste management and recycling, athletic fields, equipment operaton and horticulture.
- Supervises and works with grounds maintenance personnel, recommends or may assist in hiring, training, performance evaluation and effective recommendation for disciplinary action, including termination. Communicates and enforces university department and
- Maintains inventory records; requisitions supplies and equipment. Plans and makes decisions concerning ordering of materials, supplies and equipment. records.
- May assist the Grounds Manager in supervising and directing the work activities of maintnenance and repair of all campus grounds equipment.
- Maintains accurate budget records and logs for inventory and other tracking.

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

A high school diploma or GED and four years (FT) of related work experience OR, two years of post-secondary education and two years of (FT) related work experience OR, a bachelor's degree in a related field and one year (FT) of related work experience.

V. WORKING CONDITIONS

Works primarily outdoors; exposed to variable weather conditions, dirt, chemicals, loud equipment noise, potentially dangerous equipment (e.g. mower, tractor). Considered a "working" supervisor and conditions may require walking, stooping, climbing, push

VI. WSU TESTING/EXAMINATIONS REQUIRED

A pre-employment physical examination may be required before original appointment. An annual physical exam may be required.

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

Must possess a valid US drivers license for at least one year*. An Ohio Pesticide Public Operator's License in the three categories of Turf, Ornamentals and Industrial Vegetation is required within one-hundred twenty (120) days of employment in this position. The license/certification that pertains to this job must be obtained after initial employment or promotion. In the case of initial employment, failure to obtain said license/certification within the time limits stated shall result in separation from the A current state or national professional certification from the Green Industry (i.e., Landscaping, Irrigation, Tree Care, Turf, Golf Course Groundskeeper and Nursery Industries) is required within one (1) year of employment in this position. Failure to o

VIII. JOB SERIES

51200

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.