Sul Ross State University
Position Description

Official Title: Grounds Maintenance Superintendent
Salary Group: Unclassified

Job Code: 1550

Summary
Function: Plan, organize, direct and supervise the activities of the Grounds Maintenance personnel.

Scope: To progressively maintain and provide for the general appearance of the campus grounds and other properties maintained by the University.

Duties
Essential: Provide leadership for the Grounds Foreman in areas of planning his assigned duties; coordinate schedules with other departments, prioritize work, requisition materials and services for the Grounds department; prepare budget request for the progressive maintenance and operation of the Grounds department; inspect and monitor the repairs, maintenance, and operation of the Grounds department and make recommendations for improvements; provide updated training respectively for all employees in the Grounds department; establish and maintain a comprehensive safety program; other duties as directed. Areas of responsibility include all exterior ground surfaces such as plant and vegetation areas, walkways, driving and parking surfaces, retaining walls, drainage structures, curbs, gutters, and irrigation systems. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential: Assist with special projects as assigned.

Supervision
Received: Accountable to the Director of the Physical Plant. Instruction regarding the mission and goals, policy, and procedures of the Physical Plant department.

Given: Supervision of the Grounds Foreman.

Education
Required: High school graduate or equivalent with advanced training in horticulture.

Preferred: B.S. in Botany, Biology or a related degree.

Experience
Required: Work experience with management of up to 12 grounds personnel. Experience in supervision of personnel responsible for the maintenance and operation in a university setting grounds department.

Preferred: Experience in the development of programs designed to increase the efficiency of existing facilities. Experience in design and construction of grounds related projects related to renovations and new construction; one year as Grounds Superintendent.

Equipment/Skills
Required: IBM compatible computer skills.

Preferred: CADD, spreadsheet, and database entry computer skills.
Working Conditions
Usual: Exempt from overtime provisions. Position is Security Sensitive.

Special:

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: April 30, 1998