JOB DESCRIPTION

Grounds Supervisor

Definition of Class
This is a supervisory position in which the incumbent participates in the maintenance, preservation, development, and care of the University and other related areas. Incumbent trains subordinate employees. Incumbent supervises subordinate employees and keeps appropriate records for such reports. Incumbent keeps the assistant coordinator of landscaping and grounds updated and apprised of current progress of the crew.

Examples of Work Performed
Supervises and participates in grounds maintenance and landscaping projects such as mowing lawns, cleaning grounds, maintaining athletic fields, fertilizing lawns, planting trees, spraying flowers, trees, and shrubs, picking up trash and debris, pruning and removing trees as necessary, installing sod and seeding of new lawn areas.

Plans and schedules work in assigned area to ensure proper distribution of work and adequate manning, space, and facilities for subsequent performance of tasks.

Requisitions tools and supplies. Inspects equipment and makes recommendations for needed repairs.

Reviews and evaluates existing modes of operation and recommends methods for increase efficiency and cost reduction.

Makes work assignments. Reviews work of subordinate employees. Trains personnel. Prepares daily time reports.

Recommends various personnel actions including, but not limited to hiring, merit recommendations, promotions, and transfers.

Ensures safety rules are being administered and followed up by all employees under direct supervision.

Checks progress of work in process to ensure it is up to standard and done in a timely fashion.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Supervises and trains subordinate employees.
2. Participates in ground maintenance and landscaping projects, which includes the use of various tools and the operation of lawn equipment.
3. Coordinates and schedules work assignments.
4. Performs administrative duties such as completing reports, requisitioning supplies, and enforcing safety rules.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related
education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.

- **Vision:** Requirements of this job include close vision and color vision.

- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to use hands to finger, handle, or feel objects, tools, or controls. The incumbent is periodically required to stand; and walk. The incumbent is occasionally required to sit; talk and hear; climb or balance; stoop, kneel, crouch, or bend; and reach with hands and arms.

**Experience/Educational Requirements:**

- **Education:**
  Ability to read, write, and understand basic instructions.

  AND

- **Experience:**
  Two (2) years of experience related to the above described duties.

  AND

- **Licensure:**
  Incumbents must possess a valid driver’s license and obtain a Class D Driver’s License within the first six months of employment.

**Background Check Requirements**

This position requires a background check upon hire.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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