Assistant Superintendent Landscape Services

Definition of Class
This is a supervisory position in which the incumbent assists in the day-to-day operations of the department. The incumbent coordinates and participates in the maintenance, preservation, development and care of University landscape and grounds; supervises subordinate employees, communicates with vendors and contractors, and maintains records. Position reports directly to Superintendent of Landscape Services.

Examples of Work Performed
Supervises and participates in grounds maintenance and landscaping projects such as mowing lawns, cleaning and maintaining grounds, 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.

Inspects construction zones and consults with other departments and contractors and decide which trees to save, protect and to preserve existing trees on construction sites. Inspect zones regularly to make sure protection zones are being maintained, if not, consult with contractor and facilities planning/management.

Plans and designs seasonal color beds, new landscape beds and renovate existing shrub beds. Orders items for beds staying within landscape services budget.

Identifies plant pests or diseases and determines appropriate mode of action. Applies insecticide, fungicide, etc. and determines rate.

Determines care plans for trees and decides what mode of action is best for the integrity of tree.

Creates job estimates, draws plans, and creates maintenance schedule.

Inspects new plantings by contractors to ensure work is completed according to Landscape Services quality standards.

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

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

Communicates effectively with vendors, contractors, working colleagues and professional groups.

Writes training manuals and policies (standard operating guidelines) and instructs training classes.

Assists with coordination of campus projects and participates on campus committees/boards as needed.

Assumes responsibilities of the Superintendent in his/her absence.

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. Provides supervision and guidance to subordinate employees.
2. Coordinates, supervises, and participates in the maintenance of University landscape and grounds.
3. Communicates with vendors, contractors, working colleges and professional groups.

**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:**
  Graduation from a standard four-year high school or equivalent (GED).

  **AND**

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

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

**Interview Requirements**

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