Superintendent of Landscape Services

Definition of Class
This is a supervisory position in which the incumbent coordinates, supervises, and participates in the maintenance of University landscape and grounds. The incumbent is responsible for fiscal requirements, personnel functions, and inventory control; prepares reports; and serves as liaison with internal personnel and external agencies. Reports to the Director of Landscape Services.

Examples of Work Performed
Supervises and directs work of the grounds personnel completing landscape projects through the coordination of scheduling task assignments and the allocation of man hours. Assigns daily duties, determines equipment needs, and inspects completed work to ensure quality control.

Maintains inventory of all equipment and supplies; determines the need for safety equipment, prepares cost estimates, and submits supply orders.

Directs various personnel function, to include hiring/firing, merit recommendations, promotions, transfers, disciplinary actions, and leave approval.

Interacts with other University departments, such as plumbing and engineers, to ensure hardscape is not affected by proposed landscaping and that safety measures are in place prior to project commencement.

Designs and schedules landscape projects; determines what supplies and equipment will be needed, such as foliage and bedding supplies. Works with contractors on an as needed basis. Maintains portfolio of previous landscape projects as reference for future work.

Monitors notifications and disburses work requests.

Prepares various reports.

Assists in formulating departmental policies.

Oversees all areas of landscape services in the absence of the director.

Determines fiscal needs of Landscape Services which aides the director in budget preparation.

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. Coordinates, supervises, and participates in the maintenance of University landscape and grounds.
2. Supervises and trains subordinate employees.

3. Assists with maintaining inventory of all equipment and supplies.

**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 100 pounds.
- **Vision:** Requirements of this job include close 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 periodically required to use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to stand; walk; talk and hear; climb or balance; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

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

  AND

- **Experience:**
  Three (3) years of experience related to the above described duties.

**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.

Rev. 04/01/2015