

GROUNDS MANAGER

Role Description

- QUALIFICATIONS:**
1. Bachelor's degree in Landscape or Horticultural Science plus 5 years of related experience in landscape maintenance. Three years leading or supervising a crew of landscape technicians. (preferred), and/or commensurate experience.
 2. Valid driver's license to operate a motor vehicle in the state of Florida and possess an acceptable driving record.
 3. Experience at an educational facility; middle/high school setting (preferred).
 4. Minimum of 3 years in a supervisory role.
 5. Excellent interpersonal skills.

REPORTS TO: The Grounds Manager reports directly to the Director of Plant Operations.

TERM: 12-month, full-time, exempt position.

JOB GOAL: The Grounds Manager directs and supervises the operational and personnel activities of the Grounds Crew. This position is responsible for overseeing landscape maintenance and construction, irrigation, disease identification and treatment in turf/plants/trees, equipment maintenance, inclement weather clean-up, budget preparation, as well as personnel management which includes planning, organizing, and training.

I. RESPONSIBILITIES

1. Plans, directs, manages, and leads the overall operation of the grounds crew to maintain a safe and attractive landscape, including assigning, training and evaluating work for grounds areas throughout the campus. Assures compliance with applicable health and safety standards.
2. Assesses, develops, implements and evaluates necessary horticultural practices for turf, tree care and irrigation.
3. Responsible for budget preparation and management; coordinates the requisitioning and purchasing of grounds supplies and equipment; controls and authorizes expenditures in accordance with established limitations and purchasing.
4. Researches and tests new products, materials and equipment.

5. Trains, schedules and supervises the performance of assigned staff, interviews and selects employees, initiates terminations and disciplinary actions; assures substitute coverage as necessary.
6. Communicates with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts.
7. Conducts safety training for all grounds' personnel.
8. Confers with maintenance personnel and others regarding grounds maintenance activities, coordinates and conducts site inspections; recommends actions for improvement as appropriate.
9. Establishes landscape and ground maintenance service strategies.
10. Implements an effective preventative maintenance program for all landscaping equipment. Maintains maintenance and repair logs on all equipment. Performs minor repairs to equipment.
11. Frequently checks irrigation systems for proper operations.
12. Improves the aesthetic appeal of the campus to complement the existing architecture and ensure the longevity of the grounds.
13. Constantly monitors the entire campus to ensure it is kept clean and free of garbage and debris.
14. Ensures that the landscaping on the school's main entrances along SW 127th Avenue and on SW 6 Street are kept attractive and clean at all times.
15. Other duties as assigned.

II. Working Conditions and Physical Requirements:

1. Must have the ability to stand and/or walk for extended periods of time.
2. Sufficient vision (with correction) to read and observe distant objects.
3. Sufficient stamina to work outside under high-temperature weather conditions.
4. Ability to work a flexible schedule as hours and shifts may vary according to the school calendar.

EVALUATION:

The Grounds Manager will be evaluated annually by the Director of Plant Operations. The evaluation will be based on the Grounds Manager's self-evaluation, the Characteristics of Jesuit Education and the responsibilities listed above.