



Job Title: Landscaper Supervisor

CLASSIFICATION DESCRIPTION

Department: Varied
Pay Grade: 104
FLSA Status: Non-exempt
Remote Work Eligible: No

JOB SUMMARY

This position supervises and participates in grounds maintenance activities. Responsibilities may include: planning and installing landscaping and irrigation systems; maintaining contracts with vendors; ordering equipment and materials; inspecting campus grounds; planning and implementing landscape improvements; monitoring a budget; preparing records of activities; supervising assigned staff; and performing the duties of staff when applicable.

DISTINGUISHING CHARACTERISTICS

N/A.

ESSENTIAL JOB FUNCTIONS

- Supervises staff to include: prioritizing and assigning work; ensuring staff are trained; ensuring that employees follow policies and procedures; and maintaining a healthy and safe working environment.
- Supervises and coordinates grounds maintenance operations, which includes: planning and installing landscaping and irrigation systems; negotiating contracts with vendors; inspecting campus grounds for project completion and safety hazards; planning and implementing landscape improvements; and performing related duties.
- Performs grounds maintenance activities, which includes: mowing; edging lawns; watering and weeding lawns and gardens; trimming and pruning shrubs, hedges, and trees; performing weed abatement activities; applying mulches; applying herbicides and pesticides; and/or installing landscaping materials.
- Operates and maintains a variety of grounds maintenance equipment, and machines, which includes: lawn mowers, trimmers, blowers, edgers, weed eaters, chainsaws, and other related hand and power tools.
- Performs routine maintenance and/or minor maintenance on groundskeeping equipment and irrigation systems.
- Monitors and maintains applicable equipment, supplies, and related inventory; prepares specifications for equipment; requisitions equipment, supplies, and projects; and processes invoices for payment.
- Monitors a Department budget; approves expenses.

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- Maintains a variety of records related to equipment operation and maintenance, service requests, and/or other grounds maintenance activities.
- May utilize contractors for certain activities and/or projects; request proposals and may negotiate final cost arrangements.
- Decides when to load up equipment and travel to other sites for regular maintenance.
- Organizes and prioritizes clean up after hurricanes, tropical storms, summer storms, and wind events.
- Communicates regularly with crew to inform them of Department/College issues.
- May direct students and visitors around campus.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

High school diploma or equivalent plus some coursework in accounting, supervision, or business; five (5) years of related work experience in landscape maintenance; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Supervisory principles;
- Grounds maintenance principles and practices;
- Applicable equipment, materials, and tools used in grounds maintenance activities;
- Applicable chemicals, pesticides, and/or herbicides;
- Negotiation principles;
- Preventative maintenance principles;
- Recordkeeping principles;
- Inventory principles;
- Safe work practices;
- Budget principles; and
- Computers and related software applications.

Skills in:

- Supervising the work of others;
- Inspecting;
- Participating in landscaping and grounds activities;
- Negotiating;
- Monitoring and maintaining inventory;
- Operating and maintaining applicable grounds maintenance equipment and tools;
- Performing routine maintenance and repairs;
- Performing manual labor;
- Monitoring a budget;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Apply chemicals, pesticides, and/or herbicides;
- Prioritize and assign work; and
- Monitor and evaluate employees.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

Valid Florida Driver's License.

State Pesticide License.

Limited Lawn and Ornamental License/LTD Commercial Fertilizer Applicator/Certificate in Best Management Practices desired.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.	<u>X</u>	Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	<u>X</u>
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	<u>X</u>
Crawling – moving about on hands, knees, or hands, feet.	<u>X</u>	Repetitive Motion – substantial movements of wrists, hands, fingers.	<u>X</u>
Crouching – bending body forward by bending leg, spine.	<u>X</u>	Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.	<u>X</u>	Standing – for sustained periods of time.	<u>X</u>
Fingering – picking, pinching, typing, working with fingers rather than hand.	<u>X</u>	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	<u>X</u>
Grasping – applying pressure to object with fingers, palm.	<u>X</u>	Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.	<u>X</u>	Talking 2 – shouting to be heard above ambient noise.	<u>X</u>
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.	<u>X</u>	Visual Acuity 2 – color, depth perception, field of vision.	<u>X</u>
Kneeling – bending legs at knee to come to rest at knees.	<u>X</u>	Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	<u>X</u>
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	<u>X</u>	Visual Acuity 4 – operate motor vehicles/heavy equipment.	<u>X</u>
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	<u>X</u>
Pulling – use upper extremities to exert force, haul or tug.	<u>X</u>	Walking – on foot to accomplish tasks, long distances, or site to site.	<u>X</u>

TYPE OF WORK

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work*: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights and weekends. Work may involve some travel.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

May be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, and intense noise.

Work is performed in an environment with heavy equipment and machinery that could result in bodily harm to co-workers or others.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.