

Job Title: OPS Landscaper Supervisor

Compensation: \$18.23 - \$18.23

FLSA Status: Non-exempt

Salary Admin Plan: OPS (temporary-part-time)

Pay Grade: OPS Career Level 5

**Position Summary:**

Incumbents supervise and participate 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; and performing the duties of the lower levels.

**Requirements:**

**Education:**

High School Diploma or equivalent (GED).

**Experience:**

Five years experience in landscape maintenance.

*\*An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.*

**Knowledge:**

- 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;
- Computers and related software applications.

**Skills:**

- Prioritizing and assigning work;
- Monitoring and evaluating employees;
- Supervising, monitoring, inspecting, and participating in landscaping and grounds activities;
- Negotiating contracts;
- Monitoring and maintaining inventory;
- Operating and maintaining applicable grounds maintenance equipment and tools;
- Applying applicable chemicals, pesticides, and/or herbicides;
- Performing routine maintenance and repairs;
- Performing manual labor;
- Monitoring a budget;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

**Physical:**

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing and repetitive motions.
- 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.

- Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises, and travel.

**License:**

- Valid Florida Driver's License
- State Pesticide License

**Responsibilities:**

These duties are a representative sample; position assignments may vary.		Potential Frequency
1.	Supervises staff to include: prioritizing and assigning work; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment.	Daily 25%
2.	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.	Daily 10%
3.	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.	Daily 15%
4.	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 grounds keeping equipment and irrigation systems.	Daily 15%
5.	Monitors and maintains applicable equipment, supplies, and related inventory; prepares specifications for equipment; requisitions for equipment, supplies, and projects; and, processes invoices for payment.	Weekly 15%

These duties are a representative sample; position assignments may vary.		Potential Frequency
6.	Monitors a department budget and approves expenses.	Weekly 10%
7.	Maintains a variety of records related to equipment operation and maintenance, service requests, and/or other grounds maintenance activities.	Daily 10%
8.	Performs other duties of a similar nature or level.	As Required

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