

# CLASSIFICATION SPECIFICATION

## Landscape/Horticulture Supervisor

FT/PT Class Code: 7013, 7513 Pay Grade: B/C15 FLSA: Non-Exempt Rev. 12/09/19

**SUMMARY STATEMENT:** An incumbent is responsible for managing, developing, and coordinating maintenance and beautification programs for campus grounds and complexes.

### NATURE AND SCOPE:

A class incumbent typically reports to the Superintendent of Buildings and Grounds and is responsible for preparing and controlling a budget, and purchasing equipment, tools, and supplies. Incumbent also coordinates landscape preservation activities, and plans and designs specifications for landscape development and maintenance programs. A significant aspect of the work in this class includes management and supervision of staff, determining and providing staff training, and recordkeeping.

### PRINCIPAL ACCOUNTABILITIES:

*An incumbent may perform any combination of the below listed accountabilities:*

1. Administers and designs landscape development programs for the campus, including insect and disease control, planting of shrubbery, trees, and flowers. Analyzes and recommends latest technology in maintenance procedures.
2. Plans, assigns, reviews, and evaluates the work of subordinate staff; interviews applicants for landscaping and grounds maintenance positions and recommends their hire to supervisor.
3. Purchase supplies and equipment for landscaping and grounds maintenance projects; maintains inventory and develops and oversees preventative maintenance programs for such equipment as tractors, grass cutters, and automobiles.
4. Administers landscape maintenance activities by preparing annual and long-range budgets based on proposed landscape programs and anticipated operating expenses.
5. Prepares bid proposals and reports, such as soil test reports, and proposed planting reports.
6. Performs other related duties as required.

### KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of principles and practices of supervision and management.
- ◇ Knowledge of principles and practices of plant science, ornamental horticulture, and arboriculture.
- ◇ Knowledge of landscape design and current landscape methods and techniques.
- ◇ Knowledge of pesticides and herbicides used in controlling weeds, grass growth, insect infestation, and methods of application.

**KNOWLEDGE, SKILLS, AND ABILITIES, cont.'d:**

- ◇ Knowledge of technical methods and application involving all aspects of landscape and grounds maintenance.
- ◇ Knowledge of tools and equipment used in grounds maintenance and landscaping.
- ◇ Knowledge of the principles and practices of plant science, ornamental horticulture, and arboriculture.
- ◇ Skill in planning, designing, and implementing landscaping programs and projects.
- ◇ Skill in estimating costs for landscaping and grounds maintenance projects.
- ◇ Skill in establishing and maintaining effective working relationships with superiors, staff members, and the public.
- ◇ Ability to plan grounds maintenance programs and schedules.
- ◇ Ability to determine and assign work priorities in the landscaping fields.

**MINIMUM QUALIFICATIONS:**

- ◇ Associate's degree in a relevant field and four (4) years of relevant experience; or other equivalent combination of education and experience.