



**DATE ISSUED:** 06/07  
**FLSA:** Non-Exempt  
**PTO:** COVS

## **JOB DESCRIPTION**

### **TITLE**

Assistant Supervisor, Landscape Services

### **JOB SUMMARY**

Performs supervisory work in the care and maintenance of grounds, and in various landscape construction activities. Duties include the supervision and coordination of workers engaged in areas such as grounds equipment operations, landscape construction projects, tree trimming, pest control, street and road repair and general grounds improvements maintenance. Responsibilities also involve the utilization of experience and established practices to improve maintenance procedures, grounds conditions, in-service training, analysis of equipment utilization and needs and record keeping of project labor costs. Work is performed under general supervision of the Landscape Supervisor and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Supervisor, Landscape Services

*Supervises:* Groundskeeper I, II, and III; Greenhouse Foreperson; Greenhouse Specialist; Irrigation Technician, Refuse Collector Driver

### **PRIMARY DUTIES** - *May include, but not limited to the following:*

Plans and designs seasonal horticultural displays.  
Supervises grounds employees to include up-dated position description, performance plan and training plan.  
Assigns workers and crews to specific projects and tasks.  
Oversees the quality and quantity of work produced in assigned areas.  
Provides various required or needed training programs and safety guidelines to workers.  
Maintains operating records and periodic progress report on operations and projects.  
Maintains safety of road surfaces and sidewalks during inclement weather.  
Inventories and orders supplies and materials for operations.  
Coordinates and schedules all green and plans for special University related functions.

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Inspects grounds, greenhouses, buildings, vehicles and equipment for quality control and compliance with directives.

Oversees the quality and quantity of work produced in assigned areas.

Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ADDITIONAL DUTIES**

Performs other duties as requested.

### **EDUCATION**

High school diploma or equivalent required. Training in landscape architecture preferred. Additional education in specifically related area may substitute on a year-for-year basis for the required experience.

### **EXPERIENCE**

Five years experience related to grounds maintenance. Job related vocational training or other education may be substitute on a year-for-year basis for the required experience.

### **REQUIREMENTS**

Valid driver's license issued by the State of Texas and a safe driving record such as required to attain Driver's Authorization through the university. Pest Applicators license issued by the Structural Pest Control Board or a similar certification preferred.

### **KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

Thorough knowledge of supervisory methods and techniques.

Thorough knowledge of hazards and safety rules necessary in general labor and maintenance work.

Specific knowledge of horticulture and arboriculture, landscape design and construction.

Knowledge of landscape and irrigation design.

Ability and endurance to perform tasks for up to 8 hours.

Ability to plan the work of several crews involved in diverse activities.

Skill in establishing and maintaining effective working relationships with subordinates and others.

Ability to use a personal computer and other office equipment.

Ability to respond to emergency situations in a timely manner.

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### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, push; lift; crawl; pull; reach; carry; lift; grasp; squat or stoop; bend and twist the body while performing essential duties; use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, climb stairs, talk or hear. The employee must have the ability to occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

### **WORK ENVIRONMENT**

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. While performing the duties of this position, the employee may be required to travel. Exposed to any number of elements but with none present to the extent of being disagreeable. May be required to work in conditions including cold, heat, temperature swings, noise, outdoors and indoors, in trenches, and around mechanical, electrical, explosive, fume/odor, dust/mites, chemical, and/or waste hazards. May be required to work in locations that involve hazardous environments requiring protective equipment that conforms to OSHA regulations and some physical discomfort due to temperature, dust and noise.

### **SAFETY**

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should require their employees to operate equipment safely and report any unsafe work conditions or practices to management or the Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

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**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran’s status, or against qualified disabled persons.***

***All positions at Texas Woman’s University are deemed security sensitive requiring background checks.***