



POSITION ANNOUNCEMENT

Job Title: Grounds Supervisor
Department: Facilities Management
Reports To: Director of Facilities Management
Shift/Hours: 40 hours per week
Prepared Date: July 28, 2020

SUMMARY

This position plans and manages the maintenance, and renovation of all intercollegiate athletic fields, grounds and tracks within established budgetary limits. Performs and oversees day to day activity and ongoing maintenance of campus exterior grounds maintenance to include lawn care, trash and refuse collection, shrub and landscape care, debris removal, snow removal, basic parking lot upkeep and cleanliness. Assists in maintaining the overall appearance of University properties while operating in the most effective, safe, and cost effective manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manages all maintenance practices. Leads and performs day-to-day grounds care operations including the scheduling of work, special projects, establishing priorities and responding to department needs as well as special events and requests.
2. Manages fertilization and equipment calibration, including granular and foliar, and field renovations, including fraze mowing and grow-in.
3. Manages irrigation scheduling and repairs, equipment operation and maintenance, operates heavy machinery and motorized equipment, and moves furniture when needed.
4. Maintains inventory of supplies and initiates requisitions for ordering supplies. Assesses mechanical and motorized equipment and coordinates service on a regular basis. Recommends or identifies needs for new equipment and machinery.
5. Handles in game day preparations, including mowing of patterns, marking and painting, field setup, and other related areas. Trains student workers as well as provides training to subordinates on proper use of equipment, safety standards, and encourages professional development on a regular basis.
6. Coordinates with the Facilities Director and Athletic Director in establishing a plan for athletic areas.
7. Coordinates projects with Maintenance Team Lead and/or Custodial Team Lead to provide and maintain a high level of service to the campus community.
8. Uses a computer based work order system; pulls reports and requests and inputs updates or job completions as appropriate. Responds to written work orders, phone calls, or requests for help.
9. Assists with minor maintenance projects including, but not limited to, HVAC, electrical, drywall, plumbing, carpentry, and lock/door repairs as needed.
10. Inspects completed work to determine if it meets current code and professional standards.
11. Prepares material list, labor, and material cost estimates for all significant repair and project work.
12. Participates in developing and projecting operation and capital budgets as needed.
13. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include interviewing, training, planning, assigning and directing work of employees and/or student workers; addressing complaints and resolving problems.

QUALIFICATIONS

The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Must have a valid driver's license and a commercially insurable driving record. May be required to work flexible schedule and/or work hours to include holidays, evening and weekends as needed and/or report to work during University closings.

EDUCATION AND EXPERIENCE

High school diploma or general education degree (GED); horticulturalist or turf management helpful; minimum two years demonstrated landscaping skills to include care and maintenance of shrubbery, trees, flowers, soil preparation, fertilization and herbicides. Must have experience operating motorized, commercial lawn equipment and basic understanding of work place safety. Supervisory experience preferred; strong organizational skills necessary. Follows all OSHA and local/State safety codes relative to grounds maintenance and operation of moving/mechanical equipment. Ability to obtain and maintain state certification as a pesticide applicator. Displays professionalism and engages in active learning. Remains current on local regulations for Integrated Pest Management and the safe application and use of fertilizers and/or lawn chemicals.

TO APPLY

Please complete the application on our website at madonna.edu/hr. Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to hr@madonna.edu. Current employees must complete the internal application on MY Portal >Employee Resources.

MADONNA UNIVERSITY

A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.