

Landscape Services Director

Job Code: 1034

Salary Grade: S11

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Provides operational leadership for landscape crews, coordinates maintenance activities and projects, ensures quality standards are met, and supports the implementation of campus landscape plans and service objectives

- Manage daily landscape operations, including turf care, horticulture, irrigation, tree care, planting, landscape maintenance, hardscape support, and seasonal campus services.
- Supervise and coordinate assigned staff, including work assignments, scheduling, training, performance feedback, and adherence to safety and operational standards.
- Plan, prioritize, and monitor daily work activities to ensure services are completed efficiently, safely, and in accordance with established quality standards.
- Implement landscape maintenance schedules, service standards, and operational procedures to support campus appearance, functionality, and sustainability goals.
- Inspect completed work and campus areas to evaluate quality, identify issues, and ensure compliance with departmental expectations.
- Coordinate landscape improvement projects, including site preparation, planting projects, renovations, and campus beautification activities.
- Review work orders, project plans, specifications, and site conditions to determine resources, materials, equipment, and labor requirements.
- Prepare estimates for labor, materials, equipment, and contracted services and provide recommendations regarding project needs and priorities.
- Assist with departmental budgeting, purchasing, inventory management, payroll approval, and administrative processes.
- Monitor equipment, tools, materials, and supplies to ensure availability, proper use, and cost-effective operations.
- Coordinate with Facilities Management, contractors, vendors, and campus partners to support projects, resolve service issues, and meet operational needs.
- Support seasonal operations, campus events, storm response, snow and ice operations, and other emergency or special operational activities.
- Identify opportunities for process improvements and recommend changes to enhance efficiency and service quality
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

- High School Diploma or GED Experience

Preferred: Associate's Degree in Landscape Design, Pre-Landscape Architecture/Construction, or related field

Experience:

- 5 years of landscape experience, including 2 years in a supervisory or leadership role.

Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Knowledge of landscape maintenance practices, horticulture, turf care, irrigation systems, plant materials, tree care, and landscape construction methods.
- Knowledge of equipment operation, materials, safety practices, and environmental requirements related to grounds operations.
- Ability to supervise staff, assign work, monitor performance, and promote safe and effective work practices.
- Ability to coordinate projects, manage priorities, and meet schedules in a fast-paced operational environment.
- Ability to read and interpret work orders, site plans, specifications, and technical information.
- Ability to communicate effectively with employees, supervisors, contractors, vendors, and campus stakeholders.
- Ability to maintain records, prepare reports, and use operational data to support decision-making and continuous improvement.



JOB DESCRIPTION

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- Ability to identify problems, implement solutions, and support efficient delivery of landscape services.

Working Conditions

- Work is performed in both office and outdoor campus environments, with regular travel between administrative areas, project sites, construction zones, storage areas, and landscaped spaces.
- Exposure to varying weather conditions, including heat, cold, wind, rain, snow, ice, dust, pollen, insects, noise, fumes, fertilizers, pesticides, fuels, and other environmental conditions associated with landscape operations.
- Position requires walking, standing, and movement across varied terrain which include bending, kneeling, reaching, climbing, and occasional lifting or movement of materials and equipment.
- Requires the use of personal protective equipment (PPE) appropriate to assigned activities, including safety glasses, gloves, hearing protection, high-visibility apparel, protective footwear, respiratory protection, and weather-appropriate clothing.
- Work may occur near construction activities, vehicles, landscape equipment, utilities, power tools, irrigation systems, and other operational hazards requiring adherence to safety procedures and situational awareness.
- Work schedules may vary and may include extended hours, evenings, weekends, or emergency response during severe weather events, campus events, seasonal operations, snow and ice response, storm cleanup, or other operational needs.
- Position is designated as essential personnel and may be required to report during campus closures or emergency conditions to support continuity of campus operations.

Printed Date: 08/08/2026