

Landscape & Grounds Supervisor

Job Code: 6874

Salary Grade: S08

FLSA Status: Non-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

This position supports a safe, healthy, and aesthetically pleasing campus environment through grounds maintenance, landscaping, irrigation upkeep, seasonal cleanup, and general outdoor maintenance activities. Responsibilities may also include arborist/tree care services such as tree pruning, removal, planting, diagnosis, and treatment. The role applies industry best practices to ensure compliance with safety standards, environmental stewardship, and the University's landscape and sustainability goals.

- Supervises and coordinates all aspects of landscape construction, grounds maintenance, and horticultural operations.
- Organizes, schedules, and directs landscape crews to ensure projects and daily operations are completed efficiently and in accordance with departmental goals.
- Performs and oversees technical and semi-technical horticultural duties, including the propagation, planting, and maintenance of plant materials.
- Oversees the safe and proper application of fertilizers, pesticides, and other landscape treatments in compliance with applicable regulations and safety standards.
- Directs and supervises the safe operation, maintenance, and security of landscaping tools, equipment, vehicles, and heavy machinery.
- Assists in the planning, design, and layout of landscape projects, floral displays, and planting beds, including the selection of plants, flowers, and related materials.
- Coordinates landscape and grounds projects with other Facilities Management personnel and departments as needed.
- Prepares, reviews, and approves employee timecards, work schedules, and routine operational reports.
- Participates in personnel management activities including hiring, training, coaching, performance evaluations, and salary recommendations.
- Maintains inventory levels and processes requisitions for landscaping supplies, materials, equipment, and related resources.
- Ensures compliance with workplace safety practices and promotes a safe working environment for all personnel.
- Remains current on industry standards, best practices, and emerging landscaping and horticultural techniques through ongoing professional development and training.
- Participates and leads required training programs, safety meetings, and departmental staff meetings.
- Respond to hazardous tree/plant conditions and assist with emergency removal and storm cleanup to protect pedestrians, property, and utilities.
- Perform tree planting, pruning, removal, inspections, and treatments in support of campus landscape standards, sustainability goals, and tree preservation efforts.
- Assist with campus management activities, including tree inventories, preservation planning, and species diversity initiatives.
- Maintains accurate records of inspections, treatments, work orders, and other tree care activities.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

- Required: None.

Experience:

- 3 years of experience in landscaping, arboriculture (tree care), or grounds maintenance.

Certifications or Licenses:

- Must possess and maintain a valid driver's license
- ISA Certified Arborist certification may be required depending on location or assignment

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

Knowledge, Skills, and Abilities

- Strong knowledge of plants and flowers suitable for Oklahoma climate and environmental conditions.
- Demonstrated knowledge of landscaping, grounds maintenance, horticulture, and arboriculture principles and best practices.
- Knowledge of tree identification, pruning techniques, planting methods, and basic tree health assessment.
- Knowledge of safe operation, use, and maintenance of landscaping and arboricultural equipment, including chainsaws, chippers, stump grinders, and aerial lifts.
- Ability to use computer systems and design software for planning and laying out floral and planting bed designs.



JOB DESCRIPTION

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- Ability to organize, prioritize, and manage multiple projects and deadlines simultaneously.
- Ability to communicate effectively both verbally and in writing.
- Ability to supervise, train, and direct staff while clearly communicating expectations and providing direction.
- Strong problem-solving and decision-making skills with the ability to take initiative.
- Ability to work outdoors in varying weather and environmental conditions.
- Physical ability to perform strenuous labor, including climbing, lifting, bending, kneeling, and standing for extended periods.
- Ability to follow verbal and written instructions and consistently adhere to established safety procedures and standards.
- Strong attention to detail and commitment to producing high-quality workmanship.
- Ability to work effectively both independently and as part of a team.

Working Conditions

Physical

- Exposure to elevated noise levels requiring hearing protection.
- Regular use of personal protective equipment (PPE), including gloves, helmets, eye protection, safety harnesses, and protective footwear.
- Frequent operation of and proximity to heavy equipment and power tools such as chainsaws, chippers, stump grinders, aerial lifts, and vehicles.
- Physically demanding work including standing, walking, climbing, bending, lifting (up to 50+ pounds), and working at heights for extended periods.

Environmental

- Work performed primarily outdoors on a university campus in varying weather conditions, including heat, cold, wind, rain, humidity, and occasional severe weather.
- Exposure to natural outdoor elements such as dirt, dust, pollen, insects, and equipment-related noise.
- Occasional exposure to fertilizers, herbicides, and pesticides in accordance with safety guidelines.
- May be required to respond to emergency situations, including storm damage, hazardous tree conditions, and after-hours call-outs.

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