



Lead Landscape & Grounds Specialist

Job Code: 6902

Salary Grade: S07

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

- Oversees and participates in the daily operations of landscape functions. Assigns specific tasks to subordinates. Exhibits a high degree of skill with regard to horticultural activities. Exercises some discretion, ingenuity, and independent judgment.
- Plans daily and weekly schedules for routine landscape maintenance.
 - Assigns specific tasks to landscape and grounds personnel.
 - Oversees and participates in grounds maintenance tasks such as planting, cultivating, fertilizing, mulching, trimming, weeding, irrigating, and pruning.
 - Uses portable sprayer to apply herbicides, fungicides, and insecticides.
 - Oversees and participates in the edging of turf around flower, shrub, and ground cover beds and along sidewalks.
 - Ensures safety of all personnel and proper operation and security of landscape and gardening equipment.
 - Orders and maintains materials and supplies related to the maintenance and repair of University grounds.
 - Leads and trains other Landscape and Grounds employees.
 - Performs related duties as needed to successfully fulfill the functions of the position.

Minimum Qualifications

Education:

Required: None.

Experience:

Required: 12 months landscape and grounds experience.

Certifications or Licenses:

- Valid Oklahoma Driver's License in order to drive University vehicles or ability to obtain within 30 days of hire date

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

Knowledge, Skills, and Abilities

- Basic math skills
- Ability to accurately read and understand written materials and instructions
- Uses tools or equipment in a manner requiring competence
- Communicates as required to exchange information and give simple instructions
- Performs simple record-keeping operations
- Ability to lead and train other employees

Working Conditions

Physical:

Exposure to physically demanding tasks such as heavy lifting of 100 pounds or more.

Environmental:

Exposure to extreme temperature changes. Ability to work outdoors in all weather conditions including in the heat and cold. Frequent exposure to chemicals and other hazardous materials. Some overtime, including nights, weekends, and holidays may be required. May be designated as an essential position during emergency closures. May be required to remain on campus overnight during weather or other emergencies.

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