

Director of Landscape Operations and Campus Grounds

Job Code: 8338

Salary Grade: S12

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 strategic leadership for the planning, design, development, preservation, and stewardship of the institution's campus landscapes and open spaces. The position is responsible for developing and implementing campus landscape master plans, overseeing landscape architectural design for capital improvement projects, promoting sustainable landscape practices, and ensuring that campus outdoor environments support the institution's mission, aesthetics, accessibility, safety, and long-term operational goal for approximately 3,500 acres.

- Direct the daily and strategic operations of Landscape Services, including landscape maintenance, horticulture, irrigation, turf management, arboriculture, landscape construction, hardscape maintenance, and related campus exterior services.
- Develop, implement, and maintain the campus landscape master plan, design standards, maintenance standards, service levels, and long-term stewardship strategies that support the university's strategic, operational, and sustainability goals.
- Provide leadership and professional expertise for campus planning, landscape architecture, and capital improvement projects, including the planning, design, review, and implementation of new construction, renovations, infrastructure improvements, and campus beautification initiatives.
- Review landscape designs, construction documents, site plans, planting plans, irrigation systems, and hardscape improvements to ensure compliance with university standards, accessibility requirements, sustainability objectives, regulatory requirements, and long-term maintenance considerations.
- Evaluate existing campus landscapes and recommend improvements that enhance safety, functionality, aesthetics, environmental stewardship, and the overall campus experience.
- Establish project priorities, allocate resources, and oversee project execution to ensure work is completed safely, efficiently, on schedule, within budget, and in accordance with established quality standards.
- Prepare and manage operating and capital budgets, project cost estimates, contracts, procurement activities, expenditures, payroll approvals, and other administrative functions related to Landscape Services.
- Lead, develop, and supervise departmental personnel through workforce planning, recruitment, hiring, onboarding, training, performance management, coaching, employee development, and corrective action.
- Establish and enforce departmental policies, operating procedures, safety programs, equipment standards, regulatory compliance, and employee training to promote a safe and effective work environment.
- Collaborate with university leadership, Facilities Management, architects, engineers, planners, contractors, consultants, and campus stakeholders to coordinate projects, support institutional priorities, and ensure successful project delivery.
- Manage consultant and contractor performance, including procurement, contract administration, inspections, and acceptance of completed work.
- Monitor departmental performance using inspections, work management systems, operational metrics, customer feedback, and industry best practices to support continuous improvement and service excellence.
- Coordinate landscape support for campus events, seasonal operations, emergency response activities, and other university operational needs.
- Represent Landscape Services on university committees, planning initiatives, capital project teams, and Facilities Management leadership meetings.
- Perform other duties as assigned to support departmental and institutional objectives.

Minimum Qualifications

Education:

- Bachelor's degree in horticulture, plant and soil sciences, agriculture, landscape management, landscape architecture, environmental science, construction management, public administration, business administration, facilities management, or a related field.

Equivalency/Substitution: A total of 11 years of combined education and progressively responsible related experience is required. Four years of the required experience may substitute for a bachelor's degree.

Experience:

- Seven years of progressively responsible experience in landscape and grounds operations, horticulture, facilities operations, parks management, landscape construction, campus services, or a closely related field.

The required experience must include at least two years of management or supervisory responsibility involving employees, budgets, contractors, projects, or operational planning.

Certifications or Licenses:

None

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

Knowledge, Skills, and Abilities

- Strong knowledge of landscape architecture, horticulture, turf management, arboriculture, irrigation systems, soils, plant selection, pest management, hardscape maintenance, and regional landscape practices appropriate for Oklahoma conditions.
- Knowledge of safety practices, environmental requirements, equipment operations, and resource management related to campus landscape services.
- Ability to lead staff, manage operations, establish priorities, delegate responsibilities, and promote accountability, safety, and service excellence.
- Ability to manage budgets, contracts, procurement, staffing resources, and administrative functions.
- Ability to plan, coordinate, and oversee landscape projects, including interpreting designs, specifications, estimates, schedules, and technical documents.
- Ability to collaborate effectively with university leadership, architects, engineers, contractors, consultants, and campus stakeholders.
- Ability to communicate effectively, prepare reports and recommendations, analyze operational performance, and implement continuous improvement strategies.
- Ability to apply sustainable landscape practices, exercise sound judgment, and make decisions that support campus operations, safety, and long-term landscape stewardship.

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 and may 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.

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