Landscape and Grounds Technician IV (0851)

Basic Purpose/Job Function: Supervises work in all aspects of landscape construction and maintenance and performs technical and semi-technical duties required in the propagation of plant materials.

Examples of Titles Replaced: Greenhouse Supervisor, Botany/Micro; Supervisor, Athletic Turf Maintenance; Supervisor, Landscape and Grounds

Typical Functions May Include:

1. Organizing, coordinating and directing landscape crews, as well as performing the necessary tasks to accomplish the goals set forth by the Landscape Department
2. Coordinating the application of fertilizers and pesticides in a safe and proper manner
3. Directing and supervising the safe and proper use of equipment and materials, including heavy equipment
4. Assisting in the design and layout of floral and plant beds, and the selection of appropriate materials
5. Coordinating and directing the work of other Physical Plant crews working on landscape projects
6. Preparing time cards and routine reports
7. Selecting and training personnel and making evaluation and salary recommendations
8. Maintaining necessary supplies, processing requisitions as needed
9. Ensuring safety of all personnel and proper operation and security of gardening equipment
10. Performing other related duties as assigned

Risk Management: Uses established safety practices to protect the health and safety of personnel and property.

Supervision of Others: Supervises a large section of employees.

Supervision Received: Receives limited supervision from a designated supervisor.

Minimum Qualifications:

- **Education**: None
- **Experience**: 30 - 60 months **Type**: Landscape and Grounds Management
- **Skills**: Uses tools or equipment with proficiency reads and interprets routine materials, such as diagrams and instruction manuals; communicates as required to exchange information or give simple instructions; performs addition and subtraction and simple record keeping operations.
- **Special Requirements**: Exposure to physically demanding tasks, such as heavy lifting of 50 lbs. or more and exposure to extreme temperature changes.
- **Licenses**: Valid Oklahoma State driver’s license.
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- **Certifications**: As determined by the department.

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.