

Pittsburg State University
Job Description
Landscape Project Manager (G0N168)

FLSA Status: Non-Exempt
Grade: 005 Hourly Staff
Job Family: Campus Operations and Services
Career Ladder: Groundskeeper 2
Updated: 6/8/2020

*The **Job Description** is the document used to assign positions to jobs. The **Position Description** is the document that provide details about a position that has been assigned to the job. The **Position Description** includes specific duties performed by the employee on the position, including the percentage of time duties are performed. The **Position Description** also identifies preferred education and experience and competencies (knowledge skills and abilities) in addition to those identified in the **Job Description**. Details in the **Position Description** are used to assess the performance of the employee assigned to the position.*

General Description of Job – Primary Function, Supervision and Instruction Received, and Interactions

The information in this section includes the primary function of the job (what positions assigned to the job must accomplish) and the major objective (why that function is performed). Additional information may be added in the Position Description. The information will be used in the posting when the position is advertised

Primary Function: The primary function of the Landscape Supervisor is to perform as a lead worker for groundskeepers performing landscape maintenance, installation, and preparation of campus outdoor spaces and develops and maintains the Campus Landscape Master Plan, as well as to perform this work directly. This position is the landscape expert and responsible for all outdoor landscaped beds and areas.

Supervision and Instruction Received: Positions assigned to the Landscape Project Manager job usually report to a Maintenance Supervisor but may also report to a supervisor with a different job. Instruction received is under general direction. The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines and priorities. Additional, specific instructions are given for new, difficult, or unusual assignments. The employee uses initiative in carrying out a variety of recurring duties within established policy guidelines. The supervisor assures that the work is technically accurate and in compliance with instructions or established procedures.

Interactions (purpose, with whom, frequency): Employees frequently interacts with other employees. Employees have infrequent contact with faculty and staff in performance of assigned duties. Employee will infrequently interact with members of the general public.

Examples of Essential Duties and Responsibilities

The following are examples of essential duties and responsibilities that may be required for a position assigned to this job. Specific duties and the percentage of time performed are found in the Position Description for the position assigned to this job.

1. Perform as lead worker groundskeepers for landscape maintenance, installation and preparation of campus outdoor spaces, and develops and maintains the Campus Landscape Master Plan.
2. Directs staff (full-time and students) in planting, pruning, tree trimming, and general maintenance of flowerbeds, shrubberies, trees, and any other green spaces throughout the campus.
3. Provides instructions, procedures, plans and training for staff in landscape operations.
4. May operate heavy equipment as needed and instructs and trains staff on the appropriate policies and procedures surrounding the application procedures of chemical treatments for horticultural maintenance.
5. Manage and maintain vegetation on-campus.
6. Prune, trim, plant, and stake trees, shrubs and other vegetation.
7. Treat vegetation for insects and remove weeds using pesticides, fertilizers and other appropriate chemicals.
8. Perform seasonal management to prepare the grounds by performing tasks that include trimming trees & bushes, and laying down fertilizer.
9. Maintain the cleanliness of campus grounds by removing trash, debris and other refuse.
10. Remove weeds and other refuse from mulched areas and flowerbeds.
11. Plant seeds, bulbs, flowers, shrubs, trees and other vegetation in designated areas.
12. Provide repairs and minor adjustments to machinery and equipment
13. Perform any other related duties as required or assigned.

Leadership, Supervisory or Management Responsibilities

Mark an “X” next to the one statement which best describes the job, if applicable.

X	Lead worker (assigns, trains, schedules, oversees, or reviews the work of others)
	Supervisor (plans, staffs, evaluates and directs work of employees in a work unit)
	Indirect Supervisor (delegates authority to carry out work of a unit to subordinate supervisors or managers)

The number of employees led, supervised, or managed is included in the position description.

Minimum Education and Experience – Required at Hire

The following minimum education and experience is required at time of hire. Additional education and experience may be preferred. Preferred education and experience is identified in the Position Description.

- High school diploma or equivalent

- One year of landscape experience

Examples of Competencies – Knowledge, Skills and Abilities (KSA's):

The competencies listed below are representative of the knowledge, skill, and/or ability that may be required. Specific competencies and frequency performed are found in the Position Description for the position assigned to this job.

- Talk and hear- Regularly
- Sit, stand and bend at the knee and waist, walk, lift, twist, pull and push- Regularly
- Climb tall ladders- Occasionally
- Stand and walk for extended periods- Regularly
- Able to work with power tools, landscaping tools and mechanical equipment- Regularly
- Able to lift and carry various tools and materials weighing up to 75 pounds- Regularly
- Reach with hands and arms; stoop, kneel, crouch and crawl- Regularly
- Have repetitive wrist, hand and finger movement, and precise hand eye coordination- Regularly
- Ability to operate computer and basic computer functions- Regularly.
- Ability to operate heavy machinery such as bucket trucks, aerial lifts- Occasionally.
- Mechanical – Knowledge of machines and tools, including their designs, uses, repair and maintenance - Regularly
- Landscaping – Knowledge of plants, planting schedules, insecticides, plant care and landscaping design - Regularly

Environmental Conditions (Hazards, Risks or Discomforts)

The environment conditions listed below are representative of the environmental conditions that may be present for a position assigned to this job. Environmental conditions for a position are found in the Position Description for the position assigned to this job.

- Position requires work outside buildings and facilities.
- May be exposed to moderate noise levels.
- May be exposed to extreme temperatures and adverse weather conditions.
- May work on wet surfaces.
- Must use electrical equipment with potential exposure to electricity.
- Must use chemicals.
- May need to use and climb high ladders.
- May be exposed to trenches, heavy equipment and hazardous materials.

Equipment or Machines Used

The following are examples of equipment or machines that may be regularly used to perform the duties of the position. Specific equipment and the frequency used is found in the Position Description for the position assigned to this job.

- Lawn tools such as lawnmowers, hedge clippers, weeders, edgers, chainsaws, stump grinder
- Power tools such as power saws, power drills.
- Removal equipment such as snow blowers, shovels, excavator
- Safety equipment such as ear plugs, safety goggles.

License or Certification Required by Statute or Regulation

List license(s) or certification(s) appropriate for the position. Indicate those that are required by statute or regulation at time of hire.

- Valid Driver's License.

Additional Requirements

The following are examples of additional requirements that may be required to perform the duties of the position. Additional requirements for a position are found in the Position Description for the position assigned to this job.

- Regular attendance is a necessary and essential function
- Must be able to work on evening and weekends occasionally.
- Satisfactory Pre-Hire Background Checks Required:
 - Sex Offender Registry Check
 - Criminal Record