Job Title: Manager, Landscaping and Grounds

BCAT Code: 09NX12  Effective Date: April 1, 2007
Pay Grade: G13  FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Manages the general upkeep of campus grounds and exterior properties.

Examples of Duties
- Ensures that all on campus and off campus grounds are neat and clean.
- Provides floral work arrangements for graduations and special functions.
- Ensures that proper safety techniques are utilized in pesticide applications.
- Designs landscaping treatments and assures that the installation and maintenance requirements are adequate.
- Monitors the irrigation installations and the water usage scheduling.
- Orders plants and materials.
- Maintains the departmental budget.
- Ensures inclement weather supplies are on hand.
- Assists in special projects as assigned by the Assistant Director.
- Assists the grounds supervisors in scheduling maintenance and installation activities.

Knowledge, Skills and Abilities
- Knowledge of proper landscaping methods, practices and equipment.
- Knowledge of the proper care of plants, trees, shrubbery and grass.
- Ability to operate hand tools and equipment used in grounds keeping, such as lawn mower, weed-eater, shears, trimmers, etc.
- Ability to operate a motor vehicle.
- Ability to communicate effectively verbally and in writing.
- Ability to supervise and direct the work of others.

Minimum GSU Hiring Standards
Bachelor's degree in Business or a related field and two years of supervisory or managerial experience in the landscape business or service trade; or a combination of education and related experience. A valid Georgia driver’s license is required.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.