



Job Specification

Job Title: Manager, Landscaping and Grounds
BCAT Code: 450X AZ
Pay Grade: G13

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

General Description

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

Examples of Duties

- Ensures that all campus and off campus grounds are neat and clean.
- Provides floral work arrangements for graduations and special functions.
- Ensures proper safety techniques are utilized in pesticide applications.
- Designs landscaping treatments and assures installation and maintenance requirements are adequate.
- Monitors irrigation installations and 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 Assistant Director.
- Assists 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 grasses.
- 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/managerial experience; or a bachelor's degree and four years experience providing service directly to customers in the landscape business or service trade; or combination of education and experience. Must have a valid Georgia Driver's License.

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.