

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: SENIOR MANAGER, CAMPUS GROUNDS

Reports To: Designated Supervisor

UW Job Code: 3042

UW Job Family: 71 – Service/Maintenance/Security Supervision

SOC Code: 37-1012

FLSA: Exempt

Pay Grade: 25

Date: 8-2-05 (revised 7-1-06; 7-1-08; 10-1-19)

JOB PURPOSE:

Manage and coordinate the work of the Landscaping, Jacoby Golf Operations and Equipment Services areas within the UW Operations department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervise/perform planting and care of flowers, trees, shrubs; trim trees and shrubs; and lay sod and care for turf areas.
- Research availability, cost, suitability, and survivability and select various species of flora and chemicals used for introduction on the University campus; maintain campus landscaping master plan.
- Assist all departments on special projects including working with architects, engineers, contractors, the public, and all other University employees.
- Confer with architects and engineers regarding remodeling and new construction; review and discuss construction drawings and specifications.
- Assign work schedules; confer with other managers, Physical Plant administrators, and customers to coordinate work projects and discuss operations.
- Hire, train, supervise and evaluate support staff including personnel record keeping such as vacation and sick leave balances.
- Inspect departmental work including disease and insect inspections and ensure compliance with specifications, budget and industry standards.
- Prepare operational and personnel budget recommendations and monitor expenditures.
- Maintain inventory records; order supplies, equipment and tools as needed.
- Perform and/or supervise maintenance and equipment repairs for greenhouse and landscaping operations including sprinkler systems.
- Develop project estimates to determine person-hours and materials needed to complete projects.

- Prepare and write specifications and order forms; maintain related records.
- Maintain safe work area; ensure compliance with all safety regulations.
- Provide snow removal services.

SUPPLEMENTAL FUNCTIONS:

- Attend technical and management seminars; keep abreast of new developments in designated trade.
- Participate in project work as needed.

COMPETENCIES:

- Attention to Detail
- Technical/Professional Knowledge
- Collaboration
- Delegating Responsibility
- Integrity
- Safety Awareness

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

Experience: **4 years work-related experience**

Required licensure, certification, registration, or other requirements:

- **Wyoming Department of Agriculture Commercial Pesticide Applicator's license**
- **Valid driver's license**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Basic, routine and advanced construction drawings, blueprints, sketches, diagrams, and specifications.
- Occupational hazards and safety precautions of the trade.
- Current trade methods, materials and equipment.
- Applicable university, state and federal regulations, policies and procedures.
- Budgeting, cost estimating, fiscal management principles and procedures.
- Landscaping and cultivation of flowers, plants, shrubs, and trees.
- Plant, soil, and insect diseases and control.
- Grounds maintenance and turf equipment operations.
- Local water usage and conservation regulations and standards.
- Routine maintenance techniques for tractors, hydraulic systems, irrigation systems, mowers, rototillers and associated equipment.
- Federal, state, and local regulations, guidelines, and standards pertaining to pest management.

- Safe handling, mixing, application procedures, and storage of herbicide, pesticide and chemical preparations.
- Staff hiring procedures.
- Employee development and performance management processes and procedures.
- Project management principles, practices, techniques, and tools.

Skills and Abilities to:

- Read, interpret and work from advanced sketches, blueprints, specifications, and construction drawings.
- Communicate clearly and concisely.
- Determine labor, equipment, and material costs on projects.
- Manage projects to meet multiple and potentially conflicting timelines.
- Develop, plan, and implement short and long-range goals.
- Consult with campus population regarding the application of herbicides, pesticides and chemical preparations.
- Lift and/or manipulate objects weighing up to 100 pounds regularly.
- Recognize plant and insect diseases.
- Safely and efficiently operate, maintain, and repair equipment, machinery, and tools.
- Safely apply herbicide, pesticide and chemical preparations.
- Lead and train staff, including organizing, prioritizing, and scheduling work.
- Perform maintenance for tractors, hydraulic systems, irrigation systems, mowers, rototillers and associated equipment.
- Perform routine welding and equipment repair.

WORKING CONDITIONS:

Office environment; occasional exposure to electrical, mechanical and chemical hazards, confined spaces and adverse weather conditions.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.