

**JOB INFORMATION**

Effective Date	10/27/2021
Job Code:	3637
Job Title:	Manager Grounds
Salary Grade/Structure:	060 - Admin-Professional
Career Level Name:	M2 - Middle Manager
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Facilities
Job Family:	Grounds
Job Summary	The Grounds Manager is responsible for the overall appearance and care of approximately 700 acres of UHCL Clear Lake and Pearland Campuses. Including; lawn spaces, landscaping, tree maintenance, recreational field preparation, and campus infrastructure such as roads, sidewalks, and parking lots. Responsible for managing, coordinating, directing, and supervising a Grounds Staff of eleven (11); manages the budget; and instruction and training of employees in equipment usage and safety. Conducts studies and makes recommendations regarding new grounds equipment and operational procedures. Has oversight of the University after-hours including campus hurricane ride-out crew and weekend hours.

**COMPETENCIES**

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

**QUALIFICATIONS**

Education

Education Level	Education Details	Required/Preferred	
High School Diploma or GED		Required	
Associate's Degree		Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Progressive	Progressive experience, directly related to job duties and role.	Required	
Progressive	Supervisory level experience, 10+ years of job related/Bilingual (English/Spanish).	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
	Irrigation License		Preferred	

## Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> <li>Requires thorough knowledge of lawns, plant materials, irrigation systems and general landscape and grounds maintenance work scheduling.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Requires working knowledge of the common maintenance methods of roads, curbs, sidewalks, and parking lots.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Bilingual for both reading and written communication.</li> </ul>	Basic
<ul style="list-style-type: none"> <li>Requires a basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, and ratios.</li> </ul>	Basic
<ul style="list-style-type: none"> <li>Skilled in the operation, maintenance schedules and use of equipment associated with this field.</li> </ul>	Basic
<ul style="list-style-type: none"> <li>Budget management and planning.</li> </ul>	Basic
<ul style="list-style-type: none"> <li>Ability to communicate verbally and orally.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Ability to effectively work with all levels of staff and the community.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Ability to plan landscaping schedules and work skills in accordance with the seasons, weather, and resources.</li> </ul>	Skilled

## JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

## Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> <li>Manages the activities of staff and contractors in day-to-day operations of mowing, trimming, herbicide application, pest control, irrigation, planting and equipment maintenance. Responsible for staff hiring, development, and evaluation as well as ensuring compliance with departmental procedures.</li> </ul>	20%
<ul style="list-style-type: none"> <li>Reviews new projects, determines individual project worker requirements, and assigns work schedules.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Prepares reports of cost estimates, and compiles information on work orders and projects determining whether to subcontract or perform work in-house.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Completes reports as needed to include assigning schedules, reviewing timesheets and requisitions, and completing other departmental reports.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Oversees the development of new techniques, maintains, and updates safety procedures. Staying in compliance with Environmental Health and Safety Department. Conducts safety meetings and provides training and development for employees.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Monitors conditions of campus grounds at UHCL Clear Lake and Pearland Campuses, conduct inspections, implement changes as needed and provide direction to ensure all work is completed to customer satisfaction.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Manage departmental budget and monitors supplies and oversees the maintenance and replacement of grounds tools and equipment.</li> </ul>	20%
<ul style="list-style-type: none"> <li>May be considered essential personnel and may be assigned to serve on a special task force during periods of emergency.</li> </ul>	5%
<ul style="list-style-type: none"> <li>Additional duties/responsibilities as assigned.</li> </ul>	5%

## PRE-EMPLOYMENT

MVR:	Yes
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Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

## PHYSICAL DEMANDS/WORKING CONDITIONS

Craft Workers - Outdoors

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting						
Lifting					X	
Carrying					X	
Pushing					X	
Pulling					X	
Climbing					X	
Balancing					X	
Stooping					X	
Kneeling					X	
Crouching					X	
Crawling				X		
Reaching					X	
Handling					X	
Grasping					X	
Feeling					X	
Talking				X		
Hearing				X		
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

### Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold					
Extreme heat					
Humid					
Wet					
Noise					
Hazards					
Temperature Change					
Atmospheric Conditions					
Vibration					

### Travel Requirements

Estimated Amount	Brief Description

