



## Job Description

**Job Title: Landscape Services Supervisor**

**JTC: T07**

**Salary Range: N05**

**FLSA: Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Responsible for planning, coordinating and managing Landscape and Irrigation Service Technicians and staff engaged in the maintenance and upkeep of the location/college campus grounds and equipment.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of planting, propagating, cultivating, pruning and caring for lawns, trees, shrubs, plants and flowers and proper maintenance of irrigation services. Knowledge of applicable state, county, and city laws, rules, codes and regulations related to grounds maintenance. Advanced knowledge following pesticides and herbicide EPA laws.

The ability to organize, coordinate and oversee grounds maintenance, while maintaining the grounds in a safe, clean and orderly condition. Strong understanding of the use of chemicals, methods and procedures used to control plant diseases and pests common to the areas.

Ability to establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization. Ability to work independently, make immediate decisions to respond quickly to specific situations, and the ability to work and coordinate a team to attain optimal performance and services rendered to the campus/location.

Able to use available guidelines, policies and procedures to make appropriate adaptations to routines situations, providing guidance and leadership as necessary. Proven experience and knowledge are used to determine the best approach to solving a complex issue or problem. The ability to train new staff on the safety and equipment operational measures.

Strong written and oral communication skills to provide information and explain processes, rules, and policies or procedures to individuals from diverse backgrounds.

## PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 50 pounds.

## MINIMUM KNOWLEDGE AND EXPERIENCE

Associate degree plus completion of a program certification in horticulture technology, landscape design/management and three (3) years of related work experience. Must have one (1) year supervisory experience of assigned full time staff. Must possess a current driver's license. Official transcripts and certifications are required. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Maintains an effective preventive maintenance program for campus grounds and landscape equipment, which includes the repair and maintenance of all related equipment. Develops work schedules and establishes job priorities; ascertains nature of work requests and/or on-going projects and makes determinations of costs, specifications, and man hours necessary.

Ensures compliance with county and local water restrictions and plans proper irrigation techniques during water conservation efforts. Supervises the overall process of application of chemicals used in maintaining landscapes; ensures proper procedures and chemicals are utilized for safety purposes; ensures that all chemicals are properly stored and labeled and responsible for maintaining all relevant Material Safety Data Sheets (MSDS) on file. Manage the landscape irrigation of the campus to ensure efficient use of resources and compliance with city regulations. Coordinate all applications of fertilizers and herbicides and store chemicals safely with labels while maintaining all relevant Material Safety Data Sheets (MSDS) on file.

Maintains professional working relationships with staff and independent contractors to provide input as they relate to the campus/location's irrigation and landscape on new and/or on-going construction projects. Performs on-site grounds audits to assess and evaluate the existing condition and make recommendations for improvements and solutions to correct deficiencies.

Responsible for requisitioning all necessary parts and supplies necessary for both irrigation and landscape purposes, such as but not limited to, plants, chemicals, fertilizers, herbicides, pesticides, trash receptacles, and pots. Attains bids and specifications and ensures proper purchasing process is utilized for purchase orders. Responsible for the maintenance of the fleet of trucks, vans and buses. Maintain a reservation system and records for campus vehicles. Oversee the schedule planning, department budget and direct priorities. Supervise two (2) or more full-time staff and manage a budget.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provides excellent customer service.

Performs related duties as assigned.



*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*