

JOB DESCRIPTION:	Grounds Manager		
DEPARTMENT:	Facilities & Operations		
REPORT TO:	Director of Events/Custodial		
EEO CLASSIFICATION:	Service Workers	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	315020	DATE APPROVED:	14-APR-2021
		DATE MODIFIED:	03-MAR-2025

SUMMARY: Provide daily grounds crew oversight for the maintenance and general beautification of all grounds.

DUTIES:

1. Works as leader for grounds services, assigned to oversee grounds maintenance on all zones of the university campus. Manages and coordinates the day to day work activities and available resources to complete work tasks assigned by Director.
2. Maintains exterior landscape of campus including tennis courts, fields, and floral bed areas.
3. Performs routine repair to road and parking lots, daily trash collection, landscape maintenance including mowing, pruning, trimming trees, hedges, and bushes.
4. Applies chemical substances to control weeds, and undesirable plants/insects as well as encouraging/promoting healthy growth of lawns, trees, shrubs, and flowers.
5. Plants new and replacement landscape materials to enhance exterior environment.
6. Performs routine repair and maintenance of equipment. Installs, maintains, and replaces automatic and manual watering and irrigation systems.
7. Removes trash from buildings and grounds. Sweep and removes ice and snow from campus walkways, applies ice melt when needed.
8. Prepares campus areas for special student events. Completes all beautification projects in accordance with requests.
9. Works with Grounds Workers that need assistance to complete assignments.
10. Provides a broad range of administrative and supervisory functions. Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.
11. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** High School Diploma or GED equivalent with five years of grounds maintenance experience which includes one year of supervisory experience or seven years grounds maintenance experience with one-year supervisory experience. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Knowledge of the principles of management, including supervision, budgeting, and training. Working knowledge of established safety practices and procedures. Working knowledge of the safe operation of department equipment, machines and tools. Ability to estimate necessary materials and supplies required for a variety of landscaping services. Knowledge of the methods, practices, and techniques used in the operation of grounds maintenance services. Knowledge of the safe and proper handling of a variety of pesticides, fertilizers, and plant treatment products. Knowledge of the practices and techniques of landscape maintenance, and landscape design.

3. **Working Conditions/Physical Demands** (With or Without Accommodations): (Always include this verbiage) * – Normal office environment, may travel some within the community when needed. May be required to transport and operate landscape equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Must be able to follow all safety protocols. This position requires mostly work outside during all seasons. Work involves exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid driver's license.
 - b. Required to complete Defensive Driving Course within 2 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)