

JOB DESCRIPTION:	Landscape Manager		
DEPARTMENT:	Facilities & Operations		
REPORT TO:	Director – Physical Plant		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	315020	DATE APPROVED:	14-AUG-2026
		DATE MODIFIED:	NEW

SUMMARY: Provides leadership for the planning, design, development, maintenance, and long-term stewardship of the University's landscape assets. Oversees campus landscape operations, greenhouse activities, irrigation systems, landscape improvement projects, contractor services, and assigned landscape and gardening personnel. Serves as a subject-matter resource in horticulture, arboriculture, irrigation, landscape design, and sustainable landscape management while supporting campus beautification and long-term stewardship of the WNMU Arboretum.

DUTIES:

1. Plans, coordinates, and oversees the University's landscape management program, including campus beautification, sustainability initiatives, and long-term landscape improvements.
2. Manages campus landscape improvement projects by developing project plans, establishing priorities, coordinating resources, monitoring progress, and ensuring projects are completed in accordance with established standards and objectives. Makes technical and operational decisions necessary to achieve project objectives.
3. Develops and implements landscape designs, planting plans, irrigation systems, and site improvement recommendations to support campus improvement, renovation, construction, and long-range landscape planning projects. Evaluates site conditions and applies professional horticultural judgment to support sustainable landscape development.
4. Oversees the maintenance and stewardship of campus landscapes, irrigation systems, trees, shrubs, seasonal plantings, and greenhouse operations to ensure a safe, attractive, healthy, and sustainable campus environment. Assesses conditions and establishes priorities for corrective action and long-term improvement.
5. Coordinates the procurement of equipment, materials, supplies, and other resources necessary to support landscape operations, greenhouse activities, and campus landscape improvement projects. Prepares purchase requests and works with management to ensure operational needs are met.
6. Develops and coordinates training and educational opportunities for assigned staff and student employees related to landscape management, horticulture, arboriculture, irrigation systems, and sustainable grounds practices.
7. Ensures compliance with applicable environmental, safety, and University requirements related to landscape operations, irrigation systems, tree care, equipment use, and chemical usage. Identifies operational hazards and implements appropriate measures to support safe work practices.
8. Supervises assigned landscape and gardening staff and student employees by assigning and prioritizing work, providing technical guidance, coordinating schedules, monitoring work quality, conducting performance evaluations, and promoting safe work practices.
9. Coordinates with University departments, internal and external partners on landscape-related planning, construction, sustainability, horticultural, and educational initiatives.
10. Provides professional and technical recommendations to University leadership regarding landscape improvements, sustainability initiatives, and long-term stewardship of University landscape assets.
11. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background: REQUIRED:** Bachelor's degree in Horticulture, Landscape Management, Plant Science, Landscape Architecture, Environmental Science, Natural Resources, Arboriculture, or a related field and three (3) years of related professional experience in landscape management, horticulture, arboriculture, or related operations, including project management and supervisory experience; OR an equivalent combination of education, training, and experience. **PREFERRED:** Five (5) years of professional experience in landscape or horticultural management. Relevant professional certification or specialized training in horticulture, arboriculture, irrigation, or landscape management. Bilingual (Spanish).
2. **Job Knowledge:** Advanced working knowledge of horticulture and landscape management principles and practices, including plant selection and establishment, arboriculture, landscape and irrigation design, plant health, soils, water conservation, greenhouse operations, and sustainable landscape practices. Knowledge of applicable occupational safety practices, equipment and chemical safety, and SDS requirements. Knowledge of project management principles, including project scopes, specifications, schedules, resource requirements, and cost estimates. Ability to evaluate site conditions, estimate labor, equipment, materials, and supplies, and exercise independent professional and technical judgment. Knowledge of supervisory practices, including work planning, scheduling, training, performance evaluation, and coordination of assigned staff and student employees. Ability to communicate technical information effectively, interpret applicable codes, regulations, policies, and procedures, and work effectively within a diverse University and community environment.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): Work occurs in outdoor grounds, greenhouse, office, and construction-site environments. Travel within the community, to other WNMU sites, and regionally or out of state may be required. May be required to lift up to 50 lbs. of equipment and materials. Must be able to stoop, bend, squat, maneuver stairs and steps, and work on slopes and uneven terrain. Must be able to assess situations to ensure safety and follow applicable safety protocols. Work involves exposure to seasonal weather conditions, extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. May be required to work additional hours or days depending on operational needs.
4. **Other requirements:**
 - a. Requires a valid driver's license.
 - b. Required to complete Defensive Driving Course within 6 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)