



## Brazos County Job Description

Last Updated: September 2022

Template Revision 1.2 08/15/2012

<b>Class Number:</b>	B0750	<b>Title:</b>	Manager - Landscaping
<b>Pay Group:</b>	17	<b>Department:</b>	Landscaping
<b>FLSA Status:</b>	Non Exempt	<b>Reports To:</b>	Director - Facilities Services
<b>Approved Date:</b>		<b>EEOC Category:</b>	Service/Maintenance

### General Summary:

Plans and coordinates Brazos County grounds maintenance projects and supervises grounds and maintenance crew, including assigning and reviewing work, conducting performance reviews, interviewing applicants, and executing personnel actions.

### Essential Duties:

Plans and coordinates grounds maintenance projects and personnel schedules;

Supervises grounds maintenance staff, including assigning and reviewing work, conducting performance reviews, interviewing applicants, and executing personnel actions;

Monitors the performance of the contracted work (mowing and edging),

Prepares detailed annual budget requests,

Keeps detailed expense records for each property location,

Monitors the safety and productivity of the work crew;

Maintains supply of equipment and inventory;

Assists with mowing, weed-eating, edging, and other grounds maintenance projects;

Other Duties as assigned.

### Supervision

<b>Received:</b>	
<b>Given:</b>	Supervises grounds maintenance crew, including assigning and reviewing work, conducting performance reviews, interviewing applicants, and executing personnel actions.

### Education

<b>Required:</b>	High school graduation or its equivalent
<b>Preferred:</b>	

### Experience

<b>Required:</b>	at least four years of experience; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.
<b>Preferred:</b>	

<i>Certificates, Licenses, Registrations</i>	
<b>Required:</b>	Valid Texas motor vehicle's license, Pesticide Applicators License, Certified Nursery Professional.
<b>Preferred:</b>	

<i>Physical Demands</i>	
<b>Typical:</b>	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee must frequently bend, stoop, squat, lie down, and walk. The employee must frequently lift and/or move objects weighing up to 50 pounds, such as tools and equipment. The employee must be able to operate powerful equipment that also causes vibrations. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

<i>Knowledge, Skills, &amp; Abilities</i>	
<b>Typical:</b>	Knowledge of methods, practices, and equipment used in grounds maintenance, including knowledge of propagation and maintenance of plants, shrubs, flowers, trees, and lawns, including proper soil mixtures and fertilization; knowledge of insects and diseases affecting plants and trees and appropriate control measures; principles and practices of irrigation systems, and landscape planning and design; safe operation of grounds maintenance equipment; supervisory management skills, personnel policies and procedures, and purchasing policies and procedures. Skill/ability to organize and prioritize tasks to be assigned and completed; supervise, train, evaluate, and motivate employees; analyze and evaluate overall safety of equipment and personnel; operate grounds maintenance equipment and use chemicals; assist others in properly operating equipment; apply safety standards to prevent hazards; read and interpret manuals; communicate effectively, both orally and in writing; tolerate adverse working conditions; work effectively and cooperatively with co-workers.

<i>Work Environment</i>	
<b>Typical:</b>	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is frequently loud. The employee is constantly required to work closely with others as a part of a team. The employee is frequently required to perform multiple tasks simultaneously. The employee is occasionally required to perform tedious and exacting work to switch from one task to another, and to work under time pressures to meet deadlines. The employee may be exposed to extreme weather conditions. The noise level in the work environment is frequently loud. The employee is constantly required to work closely with others as a part of a team to perform multiple tasks simultaneously, and switch from one task to another. The employee is frequently required to work under time pressures and meet deadlines. The employee may be exposed to extreme weather conditions.