

Warren Wilson College
Position Description

POSITION: Assistant Supervisor, Landscaping Services

DEPARTMENT: Landscaping

REPORTS TO: Supervisor, Landscaping Services

POSITION SUMMARY:

The Assistant Supervisor will provide assistance in the coordination of landscaping and appearance of the core campus area under the supervision of the Landscaping Services Supervisor. The Assistant Supervisor will also participate in the training and supervision of a large student work crew at various skill levels.

SPECIFIC RESPONSIBILITIES:

Assists supervisor in:

PLANNING

- Creates, maintains and monitors student work schedules.
- Administers an ongoing safety program and is responsible for maintaining a hazardous communication program (MSDS) program.
- Develops a program that may include: proper landscaping improvement plans for each building, landscaping maintenance programs, and emergency response plans as related to Landscaping.

BUDGETING

- Develops and maintains, and adheres to a work budget. Identifies specific areas for growth, and equipment needs.

SUSTAINABILITY

- Identifies ways in which the department can become more sustainably focused by identifying and prioritizing the ways in which their operations affect sustainability.

MAINTENANCE

- Develops a preventive maintenance program that includes training needs, procedures, tool & equipment needs, and parts needs, and supporting documentation.

TRIAD

- Develops ways to integrate work and service into the crew members' curriculum.
- Participates in one campus committee to strengthen communications and interaction with the campus.

SUPERVISION

- Participates and assists in the supervision of grounds maintenance and landscaping project which involve the design and maintenance of campus planting, which includes all annual and perennial beds, pruning of trees and shrubs, the athletic fields and removal of snow, litter and leaves.
- Assists in the instruction of student work crews on all horticultural aspects of the 45-acre core campus. The crews consist of: Tractor Crew, Flower Crew, Tree Crew, Rock Crew, Ecodorm Crew, Grass Crew and General Crew.
- Assists in the coordination of snow and ice removal, as well as maintaining parking lots and patching asphalt.
- Assists in the routine repair of small engines.
- Performs other duties as needed to fulfill the College's mission of work, service and academics.

WORKING CONDITIONS:

1. Ability to work outside during inclement weather.
2. Ability to manage multiple tasks.
3. Ability to lift a minimum of 50 pounds
4. Walking/mobility on uneven terrain required.
5. Overnight stays on campus may be necessary during inclement weather.

QUALIFICATIONS:

1. Three years of grounds maintenance experience with one year in a leadership/supervisory capacity required.
2. Effective interpersonal skills required.
3. Time management and organizational skills required.
4. Ability to work with students to teach necessary skills and offer positive reinforcement and feedback.
5. Knowledge of proper chemical usage and safety precautions.
6. Ability to operate heavy equipment highly desirable.

Assist Supervisor, Landscaping
February/2008