

VACANCY NOTICE #: 10-77



**WEST CHESTER UNIVERSITY of Pennsylvania**

<b>Date Posted</b>	<b>03/16/2010</b>	<b>Deadline Date: 03/30/2010</b>
<b>Position:</b>	<b>Campus Grounds Supervisor</b>	
<b>Location:</b>	<b>Grounds Maintenance</b>	
<b>Shift:</b>	<b>7:00 AM – 3:00 PM Monday - Friday</b>	
<b>Starting Salary:</b>	<b>\$32,685 Annually (Pay Group 5)</b>	

**J2: Maintenance & Trades (Supervisory) Join a vibrant campus community whose excellence is reflected in its diversity and student success. WCU is seeking applicants who enjoy working in a dynamic environment and value teamwork and collaboration, are dependable, take initiative, solve problems effectively, communicate clearly, and support organizational change.**

This position is responsible for supervising the work of a group of Grounds Maintenance employees performing hardscape and greenscape maintenance, improvement tasks and related work. Duties include: scheduling, assigning and supervising Grounds Maintenance staff in the provision of landscaping, grounds keeping, turf maintenance, equipment operation and related property services; using available resources to assure that assigned areas are properly covered and tended to on a daily basis; supervising a group of grounds workers in performing special assignments such as turf renovation, plant installations, equipment preparation, snow removal, etc.; organizing the work crew and supplies equipment and materials so that the project is completed efficiently; ensuring safety precautions are followed by Grounds workers at all times; communicating safety procedures; instructing staff on proper use of equipment, maintenance products, chemicals, and supplies; providing one-on-one training to individual employees as needed and participates in group training; initiating daily work assignments and recommends changes to assignments as needed; responding to emergencies by sending the proper equipment and staff to the scene to accomplish the required task efficiently; providing knowledge and direction for the numerous tasks related to the maintenance and improvements of the grounds at University owned/leased properties, academic buildings, administrative buildings, residence halls and other structures; reviewing work for compliance with established schedules and procedures, acceptable standards of completion, cleanliness and sanitation; reporting needed property repairs to administrative staff; and preparing annual employee performance review on all assigned Grounds Workers. The filling of this position is contingent upon available funds.

**Essential functions: As a Facilities Division Employee that person is deemed “essential” and must remain or report to work during partial or full day closings of the University due to hazardous road conditions, emergency circumstances or for other reasons.**

**Necessary Special Requirement: Must possess a valid Class C Driver’s License.**

**Minimum Education & Training Selection Criteria:** Minimum Education and Training: Four years of experience in landscaping, grounds keeping, skilled equipment operation, or construction labor and graduation from high school or an equivalent, combination of experience and training that provides the required knowledge, skills and abilities.

**Required Knowledge, Skills & Abilities:**

- Knowledge of the principles and techniques for landscaping and grounds keeping, and the methods of cultivation, planting, pruning, spraying, and trimming of trees, shrubs, lawns, plants and flowers
- Knowledge of pest and weed control; trees, shrub, plant and floral diseases; and herbicides and pesticides.
- Knowledge of the materials, equipment, and tools used in landscaping, grounds keeping, and related property services.
- Knowledge of the principles and practices of supervision.
- Skill in the operation of a large variety of landscaping and grounds keeping equipment, materials and supplies;
- Ability to instruct and properly apply pesticides and herbicides in a safe manner.
- Ability to plan, organize and direct staff engaged in various landscaping, grounds keeping, equipment operator, and property services activities.
- Ability to schedule and coordinate the use of time, supplies, and equipment efficiently and economically.

Human Resources located at 201 Carter Drive ~ Suite 100, West Chester, PA 19383  
 Electronic submission allows for cover letter and resume attachments. All offers of employment are subject to and contingent upon satisfactory completion of all pre-employment criminal background and consumer reporting checks.  
 Finalists must successfully complete interview process to be considered a finalist.  
 Internal Applicants must complete a bid sheet and updated application.  
 AA/EOE. Women and minorities are encouraged to apply