



CALIFORNIA STATE UNIVERSITY, STANISLAUS

One University Circle • Turlock California 95382

Employment Opportunity

GROUNDS & LANDSCAPE SUPERVISOR (ADMINISTRATOR I)

California State University, Stanislaus seeks a highly experienced Grounds and Landscape Supervisor to plan, organize and manage the campus grounds, and to schedule and manage the associates and their day to day tasks within the Grounds and Landscape unit.

Reporting to the Director of Design, Construction and Maintenance, the selected individual must possess a strong working knowledge of the principles and practices of grounds and landscape maintenance, including technical information of horticulture, irrigation installation, pesticide application and fertilization, and preparation and maintenance of sports turf and athletic fields. The Grounds and Landscape Supervisor is a full-time, 12 month, MPP (Management Personnel Plan) position

Essential Duties and Responsibilities:

- Plans and directs the daily operational activities of the grounds and landscape unit. This includes routine maintenance and special projects that involve pruning, mowing, and planting landscaped areas on campus. This position will make recommendations for improving and maintaining existing landscaped areas, which include athletic fields, parking lots, undeveloped areas and green spaces. Directly supervises the unit and is responsible for hiring, training, performance management, evaluating workloads to determine staffing requirements, and establishing work schedules and priorities to meet deadlines. Sets unit standards of performance.
- Responsible for the campus irrigation systems. This includes troubleshooting, inspecting and evaluating the operation of the existing systems and prioritizing their maintenance, in addition to overseeing the installation and repair of all irrigation lines, valves, and controllers.
- Responsible for disease observation and identification, and supervision of pesticide management on campus. Provide associates with training for the safe application of pesticides to meet the State of California's Department of Agriculture standards.
- Responsible for reviewing time sheets, producing work orders, tracking job costs, ordering materials, scheduling and coordinating projects. Performs routine inspections of campus grounds. Utilizes the department computer maintenance management system program designed to increase overall maintenance efficiency and reduce labor and equipment failure costs.
- Responsible for implementing changes and training personnel to improve the grounds maintenance program and unit efficiency and effectiveness.
- Coordinates and supervises emergency activities that may occur during and after working hours, evaluates and prioritizes these emergencies, and assigns and directs the proper personnel to work.
- For some projects, solicits cost estimates from outside vendors and acts as department liaison with selected vendors throughout the project duration. Acts as inspector on outside vendor work.
- Will be subject to emergency call-ins and irregular hours.
- Perform related duties, as required.

Qualifications and Knowledge, Skills, and Abilities:

- AA degree with course work that includes management, horticulture, turf management (sport fields) or a related field.
- Four years of supervising employees, including writing performance evaluations and conducting disciplinary procedures, preferred.
- Minimum of six (6) years of increasingly responsible experience with grounds, landscape, irrigation, and sports field maintenance at a large facility.
- Demonstrated knowledge and experience with computer maintenance management systems, preferred
- Four years of experience developing and monitoring schedules with defined tasks for employees.
- Possession of the appropriate State of California license to perform pest control work. Knowledge of the proper record keeping for Federal, State and local regulatory requirements for pest control.
- Experience utilizing computer programs such as Word, Excel and Outlook.
- Ability to use good judgment in the scope of assigned authority; communicate clearly and concisely, both orally and in writing; effectively analyze situations and develop effective course of action.
- Establish and maintain effective relations with campus community, vendors and other agencies.
- Ability to develop effective and collaborative working relationships with subordinate staff, fellow managers, and supervisors using principles of good customer service

- Ability to prioritize competing demands and to provide deliverables on time and within budget
- A valid California driver's license is required.

Salary Range: Competitive salary based upon education and experience. This position is in the CSU Management Personnel Plan, which provides a highly competitive benefits package. For more detail information on management benefits please refer to the following benefit web page: http://www.calstate.edu/Benefits/Summaries/2007_MPP.pdf

Anticipated Starting Date and Application Procedure: Position is open until an appointment is made. Initial screening of candidates will begin immediately. The ideal candidate will be able to start in the position as soon as possible.

Applicants should submit a resume with a cover letter addressing qualifications, as well as names and contact information for three professional references to:

California State University, Stanislaus
Facilities Services Department
Attention: Grounds & Landscape Supervisor, Search Committee Chair
One University Circle, CY 600
Turlock, CA 95382
(209) 667-3623

THE UNIVERSITY: California State University, Stanislaus serves the San Joaquin Valley, one of the fastest growing areas in the country. Widely recognized for its quality academic programs, the University has 10 nationally accredited programs and approximately 400 full-time faculty. The University offers 41 undergraduate majors, 24 master's programs, and seven post-graduate credentials serving 8,600 students. New instruction facilities have been built for the unique pedagogy of professional programs, laboratory sciences, and performing arts.

CSU Stanislaus was recognized by the American Association of State Colleges and Universities as one of 12 public universities nationwide that demonstrate exceptional performance in retention and graduation rates. *U.S. News and World Report* ranked CSU Stanislaus as one of "The Top Public Universities-Master's" institutions in the West in its *America's Best Colleges* ratings. The University is recognized as a Hispanic-Serving Institution (HSI) by the U.S. Department of Education, and CSU Stanislaus has received national recognition with its ranking as one of the best 371 colleges in the nation by The Princeton Review. Additional information is available at the University's Web site: www.csustan.edu.

California State University, Stanislaus is located in the heart of California's great Central Valley on a park-like 230-acre campus in the city of Turlock. CSU, Stanislaus was established in 1960 and is located in the Northern San Joaquin Valley approximately sixteen miles south of Modesto, California in an area with affordable housing. One of the twenty-three campuses in the California State University system, Stanislaus offers affordable, high quality education with all the virtues of a private university. The University's primary service area is a 10,000-square-mile region encompassing Stanislaus, San Joaquin, Merced, Mariposa, Tuolumne, and Calaveras counties.

Information contained in this announcement is subject to change with or without notice.

CSU Stanislaus is an Equal Opportunity/Affirmative Action Title IX/Section 503/504 Employer. Qualified women, minorities, and persons with disabilities are encouraged to apply. CSU Stanislaus hires only individuals lawfully authorized to work in the United States. Clery Act: In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, crime report statistics are available at <http://web.csustan.edu/UPD/pages/CampusCrimeStatistics/index.html>

The successful candidate must be fingerprinted and successfully pass a background check, which may include checks of employment records, criminal records, civil records, and motor vehicle records. In addition, this position may be designated under the California State University's Conflict of Interest Code and, if so, will be subject to filing the Fair Political Practices Commission Form 700.