

## **Chatham University**

### **Job Description**

**Job Title:** Head Gardener

**Position Reports to:** Facilities Management Director

#### **Position**

**Summary:** Under the supervision of the Facilities Management Director, coordinate, direct, and participate in the activities of the grounds' crew in performing routine and recurring maintenance of campus grounds to include all lawns, shrubs, trees, sidewalks and roads, signs, and parking areas. The position is also responsible to coordinate, direct, and assist in the removal of snow and ice from roads, walks, and steps throughout campus at all hours of day and night. All work is subject to inspection for conformance to specifications and accepted standards of the trade but is primarily reviewed through observation results. Because this department intertwines with other departments, this position must frequently plan, cooperate, and contribute to the institution by sharing and working with peers.

#### **Qualifications:**

- Must possess at least an associates or bachelor degree in horticulture, landscape management or a related subject.
- Must possess a minimum of four years of experience as a supervisor in landscaping, gardening, and snow removal.
- Must possess a valid Pennsylvania certification in pesticide and herbicide application.
- Must possess a Pennsylvania driver's license.

#### **Duties and Responsibilities:**

- Through the guidance of the director, coordinate and direct the daily operations of the landscaping crew to include assigning, directing, and coordinating tasks, accounting for their time, attendance and work schedules, and directing the efforts of the department in an efficient and professional manner.
- Coordinate, direct, and participate in maintaining all University grassy areas. Maintenance includes watering, mowing, trimming, planting, seeding, and fertilizing.
- Coordinate, direct, and participate in the maintenance of all University bushes, shrubs, and small trees.
- Coordinate, direct, and participate in removing leaves, twigs, branches, debris, and other foreign material from the University's property.
- Coordinate, direct, and participate in policing the campus grounds on a daily basis. This includes picking up trash and debris from the grounds.
- Coordinate, direct, and participate in emptying exterior trash containers as needed, but at least twice per week.
- Coordinate, direct, and participate in maintaining the athletic field to include striping of playing surface, setting bases, batter's cage, etc.
- Coordinate, direct, and participate in spot repairing roads, walkways, and steps.
- Coordinate, direct, and participate in maintain grounds' equipment.
- Coordinate, direct, and participate in removal of snow and ice from University roads, walks, and steps with the use of manual and motorized equipment.

- Coordinate, direct, and participate in maintaining surface drainage by clearing catch basins.
- Maintain accurate records for chemical use and maintenance work performed including mowing, seeding, fertilization, aeration, pesticide, and herbicide use.
- Plan, schedule, and direct the application of fertilizers, insecticides, fungicides, herbicides, etc.
- Inventory and requisition supplies, tools, and parts as needed. Maintain accurate records.
- Coordinate, direct, and participate in maintaining trash containers, bike racks, outdoor seating, fountains, and ponds.
- Supervise and participate in maintenance of installation of campus signage.
- Train grounds crew in all assigned areas of responsibilities.
- Coordinate with, and respond to, the direction of the Arboretum Director. Coordination is not necessary for general maintenance tasks.
- Develop and prepare cost estimates and plans of requested or planned horticultural and landscaping projects. These projects will be closely coordinated with and approved by the Arboretum Director.
- Because of necessary fluctuations of workloads in the skill area, an individual in this class may be required, on an occasional basis according to need, to perform duties outside his/her trade area at a level of skill the same as or lower than required by his ordinary assignment.
- Maintain professional development of the department and of self.
- At management's request, provide advice and recommendation on hirings in the grounds' department, with final decision authority and responsibility belonging to management.
- Perform other duties as assigned.

***Physical Requirements:***

- Groundskeeping work may be physically demanding, requiring lifting heavy weights (up to 100 pounds for numerous repetitions), manually transporting tools, supplies, and equipment.
- A groundskeeper must be able to work outdoors in all climates.
- A groundskeeper must possess the manual coordination required to operate riding mowers, tractors, skid-steer loaders, and other such equipment.

Sit:	40%	Hear:	40%
Stand:	60%	Speak	40%
Stoop/Bend/Kneel/Squat:	50%	See:	Continuous
Push/Pull:	60%	Use Telephone:	5%
Reach Above Shoulders:	10%	Write:	10%
Balance	Continuous	Fine Hand Manipulation	65%