



Grounds/Landscape Supervisor

Reports To: Assistant Director of Facilities Management

Job Purpose: The Grounds/Landscape Supervisor provides direct supervision over groundskeepers engaged in daily landscaping and grounds duties to keep campus grounds clean, safe, and well maintained.

Essential Functions

- Supervises planting, cultivating, and trimming grounds and landscaping.
- Cleans campus grounds, mows, trims, and edges grounds areas as needed and/or assigned for the purpose of providing an effective working/learning environment, preventing damage and/or limiting liability exposure.
- Applies pesticides and fertilizers as needed.
- Assists skilled maintenance workers with projects (transporting and/or securing materials, completing specific task, etc.) for the purpose of completing projects in a safe, efficient manner.
- Maintains assigned vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site. Removes unsightly trash and debris from public areas by regularly inspecting grounds, drains, manhole covers, etc., for debris; raking, sweeping and bagging leaves, debris, dirt and trash from streets, sidewalks, parking lots, tunnels, and transporting the trash to designated central collection points on a daily basis.
- Prepares outdoor locations for Special Events as needed by campus operations and, if applicable, painting and marking athletic fields, moving bleachers and seating, and erecting portable goals or other athletic equipment.
- Performs delivery services by identifying supplies, materials, and equipment to be delivered from invoices or order forms, safely loading items on the delivery vehicle, safeguarding items during transit, delivering items to the correct department, and obtaining the appropriate signature for the receipt of the delivered items.

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee is expected to perform other duties as assigned by the Assistant Director of Facilities Management, and necessary for the effective operation and maintenance of Mississippi Delta Community College.

Work Conditions

- Must be able to work in extreme conditions, i.e. excessive heat, extreme cold, rain or snow.
- Must focus on multiple tasks simultaneously.
- Must be willing and able to work in all areas of the building, or outdoors in all seasons.

- Operates power tools and equipment. Will be required to work evenings and weekends according to the needs of the College.
- Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
- Contributes to the overall success of the campus by performing all other related duties as assigned.

Job Requirements/Qualifications

- Job related experience
- Supervisory experience
- Knowledge of plants, shrubs, and flowers
- Pesticide Usage Certification
- Valid Mississippi Driver's License

EDUCATION – High School diploma or equivalent

Training in related field helpful but not essential

SALARY

The salary offered will be based on educational background and work experience.

APPLICATION PROCEDURES

Applicants **MUST** submit all of the following to Human Resources:

1. MDCC Employment Application Form
2. ***Official*** College Transcript(s)
3. Current Resume
4. Consent Form
5. Authority to Release Information Form

See MDCC website www.msdelta.edu under Human Resources for application.

APPLICATION DEADLINE

Internal/External – Until Filled

Mississippi Delta Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: The Associate VP for Institutional Effectiveness, Boggs-Scroggins Building, P.O. Box 668, Moorhead, MS 38761, 662-246-6558.