

NOTICE OF VACANCY

Grounds/Landscape Team Lead

Reports To: Director of Facilities Management

GENERAL STATEMENT OF THE FUNCTION

At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Grounds/Landscape Team Lead will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students and community partners who support the institution's mission.

The Grounds/Landscape Team Leader provides direct supervision over groundskeepers engaged in daily landscaping and grounds duties to keep campus grounds clean, safe, and well-maintained. This position is considered to be a "working supervisor" whom is actively engaged in all aspects of the grounds/landscape department.

More specifically, the Grounds/Landscape Team Lead is responsible for the following:

DUTIES AND RESPONSIBILITIES

- 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.
- 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.
- 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.
- Ensure that all routine (daily) maintenance is being performed on all grounds equipment and that equipment is not being abused.
- Maintain inventory of grounds equipment and keep equipment secure.
- Maintains assigned vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition. Ensure that all routine (daily) maintenance is being performed on all grounds equipment and that equipment is not being abused.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform functions.

Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Steven J. Jones, Vice President of Administrative Services, Tanner Hall, Suite 202, P. O. Box 668, Moorhead, MS 38761, 662-246-6304; EEOC@msdelta.edu.

DUTIES AND RESPONSIBILITIES (cont.)

- 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.
- 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.
- 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.
- Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.
- Supervises planting, cultivating, and trimming grounds, landscaping and sanitation.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.
- Other duties as assigned by the Director of Facilities Management.

MANDATORY QUALIFICATIONS

- Applicant must have a successful record of accomplishment with work experience related to the position's essential functions listed above.
- Applicant must hold the minimum of an Associate's degree in Horticulture, Landscaping, or a closely related discipline from an accredited institution.
- Supervisory experience.
- Two or more years of work experience.
- Pesticide Usage Certification
- Valid Driver's License

DESIRABLE QUALIFICATIONS

- N/A.

KNOWLEDGE AND SKILLS REQUIRED

- Have good attendance record and be on time for work and appointments
- Logical and technical reasoning skills
- Follow direction & work independently at times
- Must be highly organized and capable of multi-tasking & delegating to others
- Must proficiently communicate with clients and colleagues
- Knowledge of cultivating and maintaining plants, shrubs, and flowers.

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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee must be able to work in extreme weather conditions (i.e., excessive heat, extreme cold, rain and/or snow).

The employee must occasionally lift and/or move up to 25 to 50 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position requires travel and working some evenings and weekends.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

TERMS OF EMPLOYMENT

This is a Full-Time, 12-month, Exempt, Non-Teaching Professional (NP) position.

SALARY

The salary will commensurate with education and experience.

APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

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

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts may be sent directly from the university/college electronically to humanresources@msdelta.edu or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

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DEADLINE

External/Internal – Thursday, May 6, 2021 at 5:00 P.M.

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