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|  |  | **JOB DESCRIPTION** |
| **JOB TITLE:** |  | Grounds Supervisor, GHA |
| **DEPARTMENT:** |  | Facilities Management |
| **RESPONSIBLE TO:** | | Director of Facilities Management |

**JOB SUMMARY:** Primarily responsible for the supervision, budget, contract oversight and grounds maintenance of the gardens and grounds areas at Goodwin House Alexandria. The areas include green roofs, a fishpond, a wooded garden area and paths, a dog run, resident garden boxes, numerous pots, some lawn and several formal flower and shrub beds. Other duties may be assigned during inclement weather. This is a working supervisory position (hands-on) with one direct report.

**DUTIES:**

1. Work with the resident Grounds and Landscape Committee (GC) and, when appropriate, with contractors to plan and implement enhancements to the planted and hardscape areas, including estimating costs and developing budget requirements. Contractors include general maintenance, irrigation systems and annual pond maintenance.
2. Monitor the grounds at least every other day to identify problems with plantings and hardscape and take appropriate steps to fix them or have others fix them, e.g., other GHA team members or contractors. Monitor for diseases and pests, and take care of necessary weeding, adequate watering, and repairing damage to features of the hardscape.
3. Oversee comprehensive grounds needs to ensure completion of all responsibilities, daily tasks, and assignments. Conduct annual evaluations, provide feedback, and ensure adherence to all policies and training requirements. Partner with department director and HR as appropriate to manage any disciplinary matters.
4. Develop Grounds operating and capital budgets for each fiscal year and monitor operating and capital budgets monthly. Alert management to any budget overages, requirements for additional funds, delays in completing work, and/or opportunities to reallocate funds.
5. Participate with the GC to purchase and install (or help install) shrubs and trees as well as spring/summer and fall/winter annual planting beds and pots to maintain attractive gardens and pots.
6. Work with the GHA contracts personnel to modify existing contracts for new ones or changed requirements or to develop RFPs for new contracts. Monitor and enforce contracted services of grounds/landscaping to ensure contract requirements are fulfilled.
7. Work in gardens daily as weather permits, planting, weeding, deadheading, adding mulch, watering as necessary, pruning and trimming shrubs and trees etc. as needed.
8. Create, maintain and monitor summer watering schedule for all plants and trees.
9. Operate, troubleshoot and maintain campus irrigation system and sprinkler heads, recommending contractor resources as needed.
10. Patrol Fillmore Avenue, visitor and employee areas of the parking lots and the grounds for trash or debris. As often as required empty exterior trash cans and ensure that dog waste bag holders are filled.
11. Assist residents and the GC with special garden projects. Purchase supplies (potting soil, mulch and hoses) for residents’ garden box use, for the exterior pots and for installing new plantings in the gardens. On a regular basis, empty the compost bins of dirt for residents’ use.
12. Annually in the early spring prepare/provide hoses and water supply in various locations for residential use for the spring, summer and fall seasons and winterize the same in early October.
13. Repair leaking non-functioning hose bibs and/or report to supervisor. Follow up to ensure repairs are completed in a timely manner.
14. Serve as staff liaison to the resident Grounds and Landscape Committee. Attend the monthly meetings and support the GC’s projects and requests. Effectively communicate updates and follow-through on actions.
15. Monitor the property for repairs needed with any concrete, asphalt or other hardscape areas throughout the community. Notify direct manager of repair requests and progress.
16. Assist Maintenance team members with snow removal operations.
17. During periods of inclement weather, work on other projects as assigned by the Director.
18. As needed, provide back-up support to Facilities Management.
19. Perform additional job duties as assigned and directed.

**QUALIFICATIONS:**

* Three years’ minimum experience in commercial landscaping, design, layout and construction and irrigation systems.
* Two years’ minimum experience with supervising direct reports.
* Degree or certification indicating knowledge, training and education in horticulture for the care, planting and maintenance of flowers, ornamental plants, shrubbery and trees.
* Knowledge of pesticides, herbicides, fungicides, fertilizers and various products used in grounds maintenance through training or experience
* Must possess a customer-oriented approach to dealing tactfully with residents, team members, visitors and guests.
* Must have a valid driver’s license and an insurable driving record.
* Strong written and verbal communication skills.

**SUMMARY OF PHYSICAL, SENSORY AND ENVIRONMENTAL REQUIREMENTS**

**NEEDED TO PERFORM ESSENTIAL JOB DUTIES**

**JOB TITLE:** Grounds Supervisor

# A. Physical Requirements Explanation

1. Lifting: Up to 50 lbs.
2. Carrying: Up to 50 lbs.
3. Pushing/Pulling: Up to 50 lbs.
4. Use of Equipment: Basic gardening equipment/tools, e.g., mower, tractor, weed eater)

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| --- | --- | --- | --- | --- | --- |
|  | Continuously | Frequently | Occasionally | Not At All | Explanation |
| 5. Sitting |  |  | X |  |  |
| 6. Standing |  | X |  |  |  |
| 7. Walking |  | X |  |  |  |
| 8. Bending |  | X |  |  |  |
| 9. Stooping |  | X |  |  |  |
| 10. Crawling |  | X |  |  |  |
| 11. Climbing |  |  | X |  |  |
| 12.Reaching Above Head |  | X |  |  |  |
| 13. Grasping:   1. One Hand 2. Both Hands |  | X  X |  |  |  |
| 14. Fine Manipulating:   1. One Hand 2. Both Hands |  | X  X |  |  |  |

B. **Environmental Requirements**

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| --- | --- | --- | --- | --- | --- | --- |
|  |  | Continuously | Frequently | Occasionally | Not At All | Explanation |
| 1. | Exposed to Marked  Changes in  Temperature |  | X |  |  |  |
| 2. | Outside Work |  | X |  |  |  |
| 3. | Exposure to dust, fumes, odors, water, etc. |  | X |  |  |  |
| 4. | Exposure to biological, mechanical, electrical and/ or chemical hazards |  | X |  |  |  |
| 5. | Normal (inside) environment |  |  | X |  |  |
| 6. | Noise |  | X |  |  |  |

# Sensory Requirements

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| --- | --- | --- | --- | --- | --- | --- |
|  |  | Continuously |  | Frequently |  | Explanation |
| 1. | Eyesight   1. Normal/Corrected 2. Close Eye Work 3. Other | X  X |  |  |  |  |
| 2. | Hearing   1. Normal Tones 2. Soft Tones 3. Other | X |  | X |  |  |
| 3. | Distinguish Smells |  |  | X |  |  |
| 4. | Distinguish Temperatures By:   1. Touch 2. Proximity |  |  | X  X |  |  |

**Receipt and Acknowledgment**

I acknowledge and understand that:

* My employment is at-will and receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind.

* This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by management as required.

* I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.

* Job duties, tasks, work hours and work requirements may be changed at any time.

* Acceptable job performance includes completion of the job responsibilities as well as compliance with the Goodwin House policies, procedures, rules and regulations.

* I have read, understand and accept the requirements of this position.

Print Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_ *Please initial if received a copy of job description*