



## Savannah State University Position Description – Grounds Maintenance Manager

### ***POSITION DESCRIPTION***

Position Title: Grounds Maintenance Manager FLSA Status: Exempt  
Reports to: Director of Physical Plant  
Department: Building Maintenance  
Date Prepared: June 2008

### ***BASIC FUNCTION***

This position involves the maintenance of an attractively landscaped campus. The position includes the responsibility of personnel to maintain lawns, shrubbery, flowerbeds, walkways and parking areas; to remove debris and perform other similar services; to develop and maintain a master plan to ensure consistent development of landscape treatment. This position also has supervisory responsibility for building requires building maintenance and fleet management.

### ***NATURE & SCOPE***

Plans and coordinate activities with respect to landscaping; responsible for maintenance of shrubs, trees and sod areas of the campus that entails thirty-four (34) buildings and approximately 155 acres; performs on-site inspections of activities; work closely as an advisor to the Physical Plant Director on landscaping programs; work closely with Business Services in securing supplies and equipment; work closely with Public Safety on matters of parking, traffic and gate control, signs, etc.; responsible for daily policing of all areas for removal of trash and debris; works with outside contractors in planning, programming, and implementation of landscaping departments, or other agencies involve in projects which affects the campus; work closely with student groups, student housing, and college administration on problems concerning campus grounds.

### ***PRINCIPAL ACCOUNTABILITIES***

Inspect grounds engineering daily on site and in maintenance shops to ensure that proper preventive maintenance and repair is performed in ground's workshop.  
Reviews all correspondence and reports; signs completed work and ensure time submission; supervises preparation daily of supply and equipment requisitions and monitors expenditures; checks daily attendance reports and plans administrative work with office manager; interviews prospective job applicants; prepares warning letter, reprimands, and other records of disciplinary action; counsels employees in respect to complaints and grievances..

### ***SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED***

This position requires five years in a supervisory or lead worker capacity in a building maintenance and grounds capacity. Bachelor's degree preferred or equivalent work experience and qualifications, (e.g. building maintenance, HVAC, electrical and carpentry).