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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Assistant Director, Facilities Operations/Landscape & Grounds
DIVISION: Administration and Finance (Facilities Operations)
REPORTS TO: Director, Facilities and Operations
GRADE: 15
SUPERVISES: Lands and grounds staff and supervisory personnel.

BASIC FUNCTION:

Supervise a staff to maintain all lands and grounds at the University of Rhode Island Kingston campus and provide oversight of landscape activities at the Alton Jones Campus. Develop and maintain landscape, grounds, sportsfields, and hardscape. Organize and assign personnel, equipment, materials, and contracts necessary for care and preservation of the grounds. Manage heavy construction equipment for projects as needed. Improve and repair access routes, parking areas, pedestrian walkways and ensure that they are available for traffic and/or parking, as appropriate, during all weather conditions or other unforeseen conditions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plan, organize, direct, review and evaluate work of personnel assigned to the Landscape and Grounds Division; provide supervisory advice and counsel, as appropriate, on difficult problems. Utilize GIS and map resources to communicate and plan departmental activities.

Develop and execute the department's annual budget and manage all departmental resources.

Review and implement University Tree council recommendations for campus arboretum, manage campus tree inventories and oversee campus tree management.

Consult with design and construction management teams, CPD/OCP, for landscape projects, irrigation, road construction, parking areas, and sports and recreational field facilities. Work with Deans and Department Directors to determine their goals for the grounds around their facilities; and develop projects to meet those goals. Manage the landscape portion of major construction projects that are developed by CPD/OCP as required and approved by the Director of Facilities Operations.

Develop sections of the Master Plan for review by higher authority, specifying areas to be altered or modified.

Using available resources, develop and execute plans that implement best management practices for all areas of responsibility and that result in the most attractive campus setting possible.

Review assigned objectives and work schedules to determine most efficient assignment of personnel, equipment and consumable supplies; issue necessary directives for reassignments as required.

Determine work standards to ensure maximum output of effort; review work accomplished to ensure compliance and quality standards are met.

Maintain vehicle and pedestrian accessibility to the University under all weather conditions.

Direct crews and contractors and other related services for snow removal during winter storms, and other emergencies in order to provide safe movement for the University's staff, students and visitors.

Provide necessary support and liaison to other related departments.

Prepare reports of progress for all Landscape and Grounds activity.

Develop detailed specifications and contracts to procure materials, equipment, and services essential to the operation of the Lands & Grounds department. Coordinate with Purchasing departments and personnel to procure and maintain contracted goods and services.

Implement and oversee a specialized team of Athletics Grounds personnel to manage and execute the day to day maintenance and support of Athletics/Recreational facilities and events.

Assist Director of Facilities Operations to oversee and manage University Agricultural Land Lease Agreements.

OTHER DUTIES AND RESPONSIBILITIES:

Initiate and present factual and statistical studies, which contain findings, analyses and recommendations.

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Valid driver's license required. Pesticide application license required, or attainable within 6 months.

ENVIRONMENTAL CONDITIONS:

This position is subject to both inside and outside work and extreme cold and hot temperatures can be encountered. The potential exists where noise, vibration, hazards, atmospheric conditions, oils and wearing a respirator might also be encountered. This position involves traveling throughout the University and could on occasion require bending, reaching, ascending and descending ladders and stairs, stooping, kneeling, crouching, crawling, standing, walking, pushing, pulling, lifting, feeling, talking, and hearing.

This position requires 24-hour call back in cases of emergency and supervisory presence, when required, on all shifts.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in agronomy, environmental science, forestry, conservation of horticulture, engineering, construction, or related field; a minimum of five years of experience supervising a full-scale grounds operation or 10 years total experience in a related field; a knowledge of plant materials; ability to read and interpret construction plans and specifications; knowledge of sportsfield management, including natural grass and synthetic turf systems; a thorough understanding of the principles applied in the development and maintenance of a large-scale landscape and grounds operation; extensive knowledge of the functions, resources and capabilities of the various skills, manpower, equipment and materials assigned to this organizational component, as well as a detailed knowledge of proper automotive and construction equipment usage; ability to speak effectively before faculty and administrative staff members on assigned work and related subjects; familiarity with and ability to effectively use standard computer programs, preferably Microsoft Word, Excel, Access and ArcGis platforms; ability to travel throughout the campus; ability to interpret institutional policies, plans, and regulations, and to communicate the interpretation to others; ability to prepare and present detailed studies and make recommendations.

PREFERRED: Master's Degree agronomy, environmental science, forestry, conservation of horticulture, engineering, construction, or related field of business. Minimum of 6 years of experience supervising a full-scale grounds operation involving the development, management and operations of similar functions in private industry or a government agency.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.