

Class Code:.....0531  
Position#: (PSA) (E)107106  
Developed by:.....JS  
Reviewed by:.....LK, SG  
Approved by:.....LK  
Date:...7/2002; 8/2014

UNIVERSITY OF RHODE ISLAND

Position Description

**TITLE:** Manager, Lands and Grounds

**DIVISION:** Administration (Facilities)

**REPORTS TO:** Assistant Director, Facilities Services (Lands & Grounds)

**GRADE:** 11

**SUPERVISES:** Grounds workers in Lands and Ground Department, assigned state workers, students and/or others assigned to assist with projects. Contractors working in support of Lands & Grounds, to include snow removal.

**BASIC FUNCTION:**

Manage the daily operations of Lands and Ground workers. Communicate and coordinate campus activity areas with the Department of Recreation, Student Activities, Parking Services, Special Events Staff, and other departments as required. Develop best management practice in conjunction with university staff, RINLA, Rhode Island Tree Council, and other professional organizations. Coordinate contractors and projects as required to properly manage, maintain, and develop University property.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Develop and implement best management practices (BMPs) to achieve the highest standard for the University's developed areas, to include parking lots, roadways, sidewalks, drainage structures, and landscaped areas.

Supervise daily operations of state employees and student workers.

Manage, inspect, and document construction, renovation, and deferred maintenance projects. Manage construction and maintenance contracts for Facilities Services, and provide oversight for landscape projects for other University departments, including the Office of Capital Projects.

Provide information, training on sustainable issues and standard horticultural practices.

Coordinate and collaborate with University staff and other state and local departments on master plan development and implementation, and on University Campus Standards.

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Manage the campus activity areas, such as the Main Quad and the North District Quad, and other University properties, to optimize revenue opportunities and to showcase campus facilities.

**OTHER DUTIES AND RESPONSIBILITIES:**

Manage snow removal operations to include state employees, students and contractors.

Work with Web development and content specialists to create and maintain Internet and other electronic communications channels for client intake and referral, information access, networking, and interactive communications.

Develop and implement Landscape and Grounds projects, to include horticultural improvements, drainage improvements, paving, and other construction as needed. Establish and cultivate collaborative relationships with University faculty/staff, strategic partners, and professional organizations in Rhode Island and the Northeast Region.

Evaluate and provide recommendation on products, tools, and equipment used to cultivate and maintain University landscape areas.

Undertake project announcement and promotional activities.

Perform other duties as assigned.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers; word processing, database management, and spreadsheet software; pesticide certification (research and development applicator) and hoisting license within 6 months of hire; valid driver's license; willingness to travel throughout the State and region.

**ENVIRONMENTAL CONDITIONS:**

This position is frequently exposed to ambient environmental conditions, to include extreme weather conditions. Must be willing to work outside and with pesticides.

**QUALIFICATIONS:**

**Required:** BS in Plant Sciences, Horticulture, Landscape Architecture, or Engineering, or a closely related field; two years of supervisory experience in the project management of agricultural or landscaping projects, or in landscape and grounds construction, or a closely related field; demonstrated ability to communicate effectively verbally and in writing; demonstrated ability to organize, coordinate, and supervise support staff; demonstrated strong interpersonal skills; demonstrated ability to work with diverse groups; a valid driver's license.

**Preferred:** Working knowledge of electronic communication systems, including development and maintenance of Web pages; snow removal experience; supervisory experience in a Union environment.

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