



Grounds Maintenance Supervisor

Department: Facilities and Grounds **Supervisor:** Director of Facilities and Grounds

Supervises: Grounds and Security Personnel

FLSA Salary Classification: Non-Exempt, Full-time

Availability: Ability to work a flexible schedule including nights, weekends and holiday hours. The actual schedule will be based upon organizational needs.

General Summary:

Supervises the Garden's daily grounds maintenance in order to provide a safe, healthy, and effective environment that reflects the standards of operation of the organization. Provides input and expertise to the Director of Facilities and Grounds in order to assist in forecasting the financial, labor and systems resources needed to support the scope of Grounds operations. Adheres to policies, procedures and systems that support the overall mission and strategies of the organization through maintaining the grounds, assets, support systems and physical appearance of the Garden in an exceptional manner. Actively participates in organization initiatives, collaborating with other Managers and key staff in support of strategic objectives, special projects, and program support.

Essential Duties:

- Works closely with the Director of Facilities and Grounds to insure the maintenance of the Garden's grounds, incorporating both a responsive repair and preventive maintenance approach that details an ongoing, actionable plan. Follows processes in place to perform regular, documented inspections to identify repairs and improvements required.
- Supervises personnel involved with Grounds, insuring schedules and work priorities are defined effectively. Insures assessment of overall work quality and progress. Insures ongoing collaboration and effective communication is maintained across all areas of the organization that is supported by the resources of the department.
- Supervises or directly performs grounds security by checking and securing buildings, gates, structures, and Garden property.
- Supports strategies to manage usage of energy, water and other resources impacting the environment in a manner that aligns with public garden conservation and sustainability practices.
- Provides input for and works within budgets and multi-year forecasts
- Participates in and supports the usage of automated systems needed for records management related to Grounds work orders, equipment, specifications and supplies management.
- Provides day to day support and management of outdoor Garden activities needs related to grounds usage, venues, equipment, trash removal, and security.
- Supervises the resources or directly performs grounds support services including opening and closing activities, exhibit installation, visitor amenities and directional signage,



structural maintenance, pathway repairs, and guest experience enhancements (i.e., water features, train).

- Plays an active role in ongoing collaboration and effective communication with various volunteers leads such as the Galaxy of Lights crew and Wednesday Guys in order to provide needed support for exhibit, event, and maintenance project activities. Seeks to identify and engage volunteer resources applicable to the functions of Grounds activities.
- Assists in providing a safe and accessible workplace is maintained in compliance with OSHA, ADA and all other regulatory requirements. Seeks an ongoing understanding of best practices and how they may contribute to the Garden's safety and wellness practices.
- Works collaboratively with members of the facilities and grounds department as well other departments to support both the goals of the department as well as the entire organization.
- May occasionally perform duties of Facility Maintenance Supervisor
- Other duties as assigned.

Qualifications:

Associates degree in Industrial Maintenance, Property Management, or related technical field required, or commensurate extensive hands-on facilities or operations management experience. 2+ years of previous experience in a related field preferred. Supervisory experience required. Experience in a complex environment of multi-building campus serving a public 7-day a week operation preferred. Strong knowledge of general maintenance disciplines with demonstrated experience in coordinating logistics and services required for provide full-service support. Practical, hand-on experience with a variety of the support services under the scope of the position's responsibilities including safely operating job-related equipment and tools, including their care and maintenance. Professional certifications in Electrical, Pumps and Piping systems, Motor Controls, Wiring Methods or other related trade are a plus. Must possess a valid driver's license, which is subject to insurability and an annual Motor Vehicle Record (MVR) report. Proficiency with Microsoft Office Suite, with emphasis on Word and spreadsheets.

Success Factors:

Exemplify Core Values and model them for staff and volunteers. Strong written and verbal communication skills. Ability to work under pressure and to meet multiple deadlines with frequent interruptions. A self-starter who excels at problem solving and the ability to identify issues, and consider multiple solutions. Maintains high standards and effective communications of the performance expectation for departmental staff. Enthusiastic learner who demonstrates a strong attention to esthetics detail. Ability to organize and delegate work, create schedules, and problem solve. Decision making skills, time management skills and the ability to prioritize.

Physical Demands and Work Environment:

The physical demands and work environment characteristics 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 these essential functions.



- Physical Demands: Requires a significant level of physical activity: lifting and carrying (up to 100 lbs.), significant amount of walking over varied terrain, and traveling by vehicles. Some travel required. Sense of vision in the normal range with or without correction. Sense of touch and the ability to wear Personal Protective Equipment required.
- Work Environment: Office environment and Garden grounds. Work is performed indoors and outdoors, in all weather conditions.
- Equipment: General office equipment, two-way radio, multiple types of vehicles and trailers, equipment including but not limited to; mini excavator, skid loader, tractors and implements, utility vehicles, blowers, etc.) general repair shop equipment and tools.

Job descriptions are guidelines that attempt to characterize major duties and responsibilities of employees, and are subject to change as needs and programs change. At Huntsville Botanical Garden they are considered neither inclusive nor exclusive. It is expected that up to 20% of your duties may change annually