Grounds Group Leader

**JOB PURPOSE:**

Plans, schedules and leads grounds maintenance functions and projects designed to maintain campus grounds in optimum condition. Directs the work of grounds employees and oversees the maintenance of grounds equipment.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Oversees, trains and leads workers in landscaping and grounds maintenance tasks such as mowing, trimming, planting, mulching, seeding, in vitro fertilization, soil aeration, chemical applications, etc.

Prioritizes and monitors work assignments. Reviews work for quality and adherence to campus standards.

Inspects trees and plants and performs assessments to evaluate health and condition. Diagnoses and identifies diseases, pests, damage and hazards. Ensures appropriate treatments are administered to maintain appearance and vitality.

May direct irrigation installation, repair and maintenance tasks.

Plans and oversees seasonal projects such as leaf collection and snow removal from sidewalks, footpaths, parking lots and entryways.

Establishes and implements a preventative maintenance program for grounds related equipment. Ensures that equipment is repaired and maintained in safe operating condition.

Researches and recommends equipment purchases and replacement options.

Maintains inventories and ensures adequate supplies of parts, materials, chemicals, etc. Keeps records of chemical usage.

May develop and administer safety training programs related to equipment operation and chemical applications.

Performs landscaping and grounds maintenance tasks on as needed basis.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of tools, equipment, techniques, skills, and materials related to horticultural, landscaping and grounds maintenance best practices.

Ability to lead, plan, and organize the work of grounds workers.

Ability to determine the kind of tools and equipment needed to do a job.
Ability to read and understand pesticide, herbicide labels and to mix and apply in safe manner.

Ability to operate riding and push mower, power tiller, power edger, weed whip, blower, sprayer, tractor, skid steer loader, dump-bed truck, and basic hand tools.

Ability to work in safe and efficient manner.

**MINIMUM REQUIREMENTS:**

**Education:** High school diploma or GED.

**Experience:** Three years landscape or grounds related work that includes supervisory or leadership experience.

**Certifications/Licenses:** Valid driver’s license and ability to be insured by Indiana University. May be required to acquire and maintain a specific applicators license.

**PHYSICAL REQUIREMENTS:**

Sitting, standing, walking, climbing/ladders, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, lifting/carrying up to 50 lbs multiple times per shift, fingerling, talking hearing, and seeing.

**WORKING CONDITIONS:**

Spends most time outdoors, frequent exposure to extreme hot or cold temperatures for one hour plus. Possible exposure to distraction/uncomfortable noise levels and vibration of body or extremities. Risk of bodily injury from mechanical parts, electricity, etc. Possible exposure to fumes, odors, etc. that may affect respiration and skin.

The intent of this job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.

A person with a disability who is pursuing employment opportunities with Indiana University and wishes to discuss minimum requirement accommodations should contact the campus HR office.