



## Position Description

**TITLE:** MANAGER OF GROUNDS/AUTOMOTIVE

**LOCATION:** Facilities Management Department

**REPORTS TO:** Director of Facilities Management

**HOURS:** 7:00 a.m. to 4:00 p.m., Monday – Friday. 12 months per year. Schedule may vary according to Academy needs.

**CLASSIFICATION:** Exempt - Full-Time - Staff position.

**FUNCTION:** Serves as the primary functional area manager for Academy grounds - including landscape, hardscape, athletic fields, and undeveloped land. The position is also responsible for natural resources operations, garage operations including equipment and vehicle fleet, and ice rink operations.

### ESSENTIAL DUTIES:

- Develop and implement a grounds management program that sets standards and levels of service for grounds maintenance
- Develop and implement long and short range plans and tasking for horticulture and arboriculture programs
- Develop and implement long and short range plans for the development and care of athletic fields
- In coordination with athletics staff, develop and implement supporting operations for athletic programs and events, including athletic fields, indoor field house and ice rinks
- Develop and implement vehicle and equipment maintenance and replacement plans
- Directly supervise four foremen level positions
- Collaborate with departmental leadership on the development and execution of landscaping master plan and natural resources management plan objectives
- Coordinate closely with the Environmental Stewardship Manager regarding tasks supporting natural resources management – taking responsibility for operations related for trail maintenance and forestry management
- Develop and implement integrated management plans and recordkeeping for additives and pest management – ensuring adherence to regulations and environmental stewardship objectives
- Develop and implement snow removal, ice treatment plans for roads, sidewalks, and parking lots
- Develop annual budget, administer and monitor expenses within areas of responsibility
- Ensure adherence to regulatory requirements and promote a culture of safety for all operations
- Conduct performance assessments and performance management for assigned employees
- Initiate the purchase of supplies, tools and equipment in accordance with established purchasing procedures
- Supervise installation and removal of PEA docks and Town dock system
- Maintain memorial, gift tree and bench databases
- Develop contingency plans and participate as a member of the department emergency response team
- Coordinate and supervise the repair of roads, parking lots, walks, storm drains and other landscape fixtures
- Coordinate with the Design and Construction office on plans and specifications for new construction or renovation projects
- Develop service contract requirements and provide management and quality assurance for service contracts and assigned capital projects
- Represent the Academy and provide collaboration with local public works personnel and other agencies

<b>WORKING CONDITIONS:</b>	Involves working outdoors in varying weather conditions and for extended hours. May be required to handle hazardous materials in the work area. Will be required to wear personal protective equipment as appropriate for the work assignment.
<b>QUALIFICATIONS:</b>	Valid driver's license required.
<b>Education:</b>	Bachelor degree required – preferably in the areas of horticulture, forestry or a related field.
<b>Certifications:</b>	Professional certifications preferred – preferably in the areas of grounds keeping, landscaping, horticulture, arboriculture or sports turf management.
<b>Experience:</b>	A minimum of ten years of professional experience related to the requirements of the position, with a minimum of five years in a program level supervisory capacity. Experience in managing natural and synthetic athletic fields preferred. Must possess excellent computer skills with a working knowledge of word processing, spreadsheet, and maintenance management systems software.
<b>Physical Demands:</b>	To perform the essential functions of the job, the following applies: Requires standing, stretching, bending, walking, climbing stairs, lifting and transporting a minimum of 50 lbs. Must be capable of using a visual display terminal with continuous write movement on a keyboard.