



JOB INFORMATION

<i>Job Code:</i>	179488
<i>Job Title:</i>	Landscape Supervisor
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.; Trains employees on specific skills and tasks as required.
<i>Job Family:</i>	Building/Groundskeeping
<i>Job Family Group:</i>	Facilities Management and Construction
<i>Management Level:</i>	6 Supervisor

JOB SUMMARY

Supervises staff, daily operations, and activities of the landscape shop. Plans, schedules, supervises and coordinates landscaping projects and activities. Provides leadership and guidance to ensure that high standards of quality, service, and customer satisfaction are maintained.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		High school or equivalent	
	X	Associate's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		5 years	
	X	7 years	of experience within a college/university environment.

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Thorough knowledge and understanding of all aspects of landscaping with progressive leadership/management/supervision experience.
X		Demonstrated ability to lead and motivate a diverse workforce.
	X	Knowledge of the University Park Campus and/or Health Sciences Campus.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Supervises landscaping staff. Screens and interviews applicants and makes hiring decisions. Trains staff and counsels or disciplines as needed. Provides performance feedback and prepares documented appraisals. Determines and/or recommends unit salary administration including raises, promotions and/or reclassifications.				
Assesses landscaping workload and plans or schedules staff accordingly. Develops, plans and implements daily and annual maintenance and planting activities. Determines staffing needs for peak volumes and/or special projects and arranges for temporary workers. Authorizes overtime as appropriate. Ensures staff are adequately trained and cross-trained to promote continuity of operations during vacations and extended absences.				
Trains and supports staff and team leader(s). Integrates the Pay for Skills program, provides forms and supplies, schedules training, and gives/receives feedback for staff training and development. Verifies completion of Pay for Skills training requirements.				
Monitors workflow for efficiency and timeliness. Sets priorities based on landscape conditions, weather, special events, etc. Makes adjustments as needed.				
Reviews work for quality, completion, accuracy and adherence to internal operating policies and procedures. Addresses problems and errors and provides feedback.				
Provides technical assistance to staff for training purposes and for problem-solving. Provides background and interpretation of departmental policies, procedures and guidelines.				
Determines costs of equipment, materials, and supplies and prices accordingly. Orders materials, supplies, and equipment. Liaises with vendors on issues related to products, services and delivery.				
Maintains specialized equipment and provides training for staff and/or student workers on utilization of equipment. Makes minor repairs and/or coordinates with vendors for preventive maintenance, repairs and/or enhancements. Researches and prepares recommendations for acquisitions of specialized equipment.				
Contributes to the development of policies, procedures, and internal systems which support the work of the unit. Defines needs and coordinates the development of manual and/or automated systems to facilitate workflow.				
Ensures records are kept up-to-date and maintained in accordance with applicable regulations.				
Maintains unit statistics on productivity and generates reports for review by manager. Prepares standing and/or ad hoc reports for management. Gathers data, determines report format and generates information.				
Plans and administers income and expense budgets. Develops projections. Tracks actual income and expenses and adjusts operating plans to address variances.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/

