

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: COORDINATOR, LANDSCAPING SERVICES

Reports To: Designated Supervisor

UW Job Code: 7284

UW Job Family: 72 - Service/Maintenance/Support

SOC Code: 37-3011

FLSA: Non-exempt

Pay Grade: 19

Date: 6-16-03 (revised 7-1-04; 7-1-06; 11-1-08; 4-1-16)

JOB PURPOSE:

Assist Manager and Assistant Manager by supervising, planning, and coordinating work of support staff for general landscaping services for the University of Wyoming and operation and location of underground irrigation/water systems, including general repair and equipment maintenance.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist Manager and Assistant Manager by providing hiring, training, and supervision of assigned support student seasonal staff; prioritize and assign work schedules.
- Supervise and train staff, including organizing, prioritizing and scheduling work.
- Assist in planning and coordination of landscaping operations for University facilities, including performing inspections to ensure compliance with safety regulations and performance to established landscaping and specific watering standards.
- Install, maintain, troubleshoot and repair all aspects of computerized irrigation central control.
- Recommend appropriate disciplinary actions for assigned support staff.
- Provide general information to contractors or others requiring location of underground irrigation systems.
- Provide project supervision for assigned special projects such as cleanup work following severe weather that damages trees producing unsafe debris areas.
- May assist with general equipment maintenance and repairs including welding parts.
- Operate backhoe and trenching machines to excavate ditches and trenches necessary for installation and repair of irrigation systems.

SUPPLEMENTAL FUNCTIONS:

- Provide recommendations for equipment and maintenance needs.
- Enter data into computerized record system.

- Position is denoted as essential personnel and required to work during University closures, especially for snow and debris removal or on other special assignments.
- Contacted after hours for information on location of irrigation waterlines by the Central Energy personnel or other Physical Plant employee serving on call.
- May attend technical and management seminars, workshops, and training as directed by supervisor to continue professional development in the area of landscaping services and turf management.
- Work with and train others in safe handling of herbicides and pesticides.
- Perform special project work or other work as assigned by supervisor.

COMPETENCIES:

- Attention to Detail
- Consistency
- Individual leadership
- Quality Orientation
- Safety Awareness
- Work Prioritization & Management

MINIMUM QUALIFICATIONS:

Education: **High School Diploma or GED**

Experience: **2 years work-related experience**

Required licensure, certification, registration, or other requirements:

- **Valid driver's license**
- **Wyoming Commercial Pesticide Applicators License**
- **State of Wyoming Low Voltage Electrical License**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- General landscaping methods and techniques for turf management.
- Organizational structure, workflow, and operating procedures, methods, and techniques.
- Basic mechanical principles.
- Greenhouse environmental systems and operations.
- Installation, troubleshooting, repair and maintenance of irrigation central control including programming and radio communication.
- Training and supervision methods and practices.
- Effective communication methods, both orally and in writing.
- Multitasking, setting priorities, and work inspection methods.
- Occupational hazards and safety precautions of the trade.
- Current landscaping methods, materials and equipment including pesticide and herbicide applications.
- Operation, maintenance, and repair of designated equipment.

- Computer system(s), software, and programs related to recordkeeping and type of work performed in the area, as well as time and labor reporting.
- Customer service methods, problem-solving conflict resolution methods.
- Applicable federal, state, and University rules and regulations.

Skills and Abilities to:

- Understand and carry out oral and written instructions.
- Follow applicable federal, state, and University rules and regulations.
- Communicate clearly, concisely and effectively, both orally and in writing.
- Read, understand, follow and enforce safety procedures.
- Supervise, train, coach, and manage work of assigned support staff.
- Assist assigned staff with safety and work procedural training.
- Determine labor and equipment needs for various project work.
- Supervise project work with other Physical Plant employees, as directed.
- Prioritize workload and set up work schedules to meet work demands.
- Work as a team member and foster a cooperative work environment.
- Troubleshoot, maintain and program computerized irrigation central control.
- Read interpret and work from basic routine sketches, blueprint diagrams and specifications.
- Safely and efficiently operate equipment such as backhoes, trenching machines, skid loaders, man lifts, wide-area mowers, front mowers and related equipment.
- Resolve customer complaints and concerns.

WORKING CONDITIONS:

Indoor/outdoor/office environment. Exposed to dust, airborne particles, vapors, chemicals or other hazards associated with landscaping and snow removal equipment and general landscaping equipment repair work; and work with chemical hazards and hazards associated with herbicide and pesticide equipment and applications.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.