

Grounds Supervisor – Vincennes, IN

The Grounds Supervisor is responsible for the daily supervision of full and part-time hourly employees, including student and seasonal employees in the Grounds and Motorpool Departments. Vincennes University is comprised of over 100 acres on the main campus and several off-site areas. This is a full-time, twelve-month, benefited position.

Responsibilities:

1. Training personnel, or overseeing training, on how to properly perform services, including operation of equipment, safe use of chemicals, and maintaining the campus to the departmental standards.
2. Ensuring that work is completed safely and deadlines are met.
3. Performing duties including tasks that involve the use of hand tools, power tools, and riding mowers, snowblowers, construction equipment, chain saws, salt spreaders, trucks, & tractors.
4. Using materials such as pesticides, sprayers, and dusts, as well as fertilizers to control pests and horticultural diseases.
5. Be willing to work overtime for snow removal, special events, and other seasonal requirements.
6. Coordinating staff & equipment for snow/ice removal in a campus environment as well as coordinating moves and special event setups.
7. Supervises maintenance on grounds, vehicles, and related motor pool equipment.
8. Response to emergency calls on a 24-hour basis: some weekend and holiday work required.
9. Assists with grounds, minor equipment maintenance, and motor pool duties.
10. Work with outside contractors on grounds-related and mechanical repair projects.
11. Participates in the selection, interview, hiring process, evaluation, and discipline for department employees.
12. Establish and maintain service records for all university vehicles/equipment.
13. Prepare purchase orders for parts, materials, equipment, etc.
14. Performs other duties as assigned.

Supervises the following positions:

Grounds Maintenance Worker

Mechanic

Part-time and temporary workers.

Other workers as assigned

Requirements:

Minimum Qualifications:

1. Three years of experience and/or training in grounds maintenance work, of which one year involved supervision over subordinates; or one year as a Senior Grounds Worker.
2. Candidate must exhibit strong written and oral communication skills, and the ability to establish and manage complex work schedules for employees.
3. Good communication skills and be able to understand and follow written and/or oral instructions.
4. Demonstrate a strong professional record of dependability and punctuality.
5. Must possess or willing to possess the following license and training within 90-days of employment: pesticide application license, underground fuel storage operator license, commercial drivers drug and alcohol training.

Preferred Qualifications:

1. Two (2) years of experience in coordinating staff and equipment for snow and ice removal in a campus environment preferred.
2. Ability to develop, update, and monitor grounds maintenance, snow removal, and preventive maintenance plans. A knowledge of landscaping, irrigation techniques, horticulture, and ornamental and turf management.
3. Computer literacy skills that includes experience with a work order management system, and Microsoft Office.
4. Experience with the methods, materials, and equipment used in planting, cultivating, and trimming a variety of types of trees, shrubs, plants, ground cover, and grasses is preferred.
5. A valid Class A or B Commercial Driver's License with Tanker Endorsement, and no Airbrake Restriction is required.

Working Conditions:

1. Standing, bending, climbing, carrying, reaching, handling, and use of computers, radio, phone, and other office equipment.
2. Regular attendance is required for this position. Actual schedule is contingent upon the needs of the department and Vincennes University.
3. Works both indoors and outdoors, occasionally under inclement weather conditions.
4. Occasionally lifting 50-100 pounds and over.

This person will assist in all areas deemed necessary by the Department Head.

Supervised by: Physical Plant Director

Benefits:

Competitive benefits package including health insurance, 16 paid holidays, tax-deferred retirement contributions, vacation, and sick leave. More information can be found by visiting the Benefits page of the VU website: <http://vinu.edu/human-resources>

How to Apply:

Interested applicants should submit the following, in order, via email as one pdf document: a cover letter, resume, and contact information for three references. **Title Format: LastName_FirstInitial_JobTitle** to jobs@vinu.edu or hard copy application materials may be mailed to Human Resources, 1002 North First Street, Vincennes, IN 47591.

Applications will be accepted until the position is filled. Interviews may be held concurrently with the advertising period. While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. Please note the selected candidate will be required to submit to a criminal history background check.

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