



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: PSA
Date created or revised: 2/20/2023
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Assistant Director, Facilities and Operations / Grounds
Status: Full-time, 35 hours per week, 24-hour call back in case of emergency
Grade: 12
Union Affiliation: PSA@RIC
Reports To: Director, Facilities and Operations

PRIMARY PURPOSE:

Develop and maintain landscape and grounds, roadways and parking areas; organize and assign personnel, equipment and materials necessary for care and preservation of above. Prepare modifications and provide repairs of grounds, roads, walkways, and parking areas. Ensure that routes, including sidewalks, to all buildings on campus are accessible during all weather conditions. Responsible for the coordination and implementation of a recycling program. Direct and supervise the activities of the Gardeners and Laborers.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Provide for landscape planning and maintenance of College grounds; supervise daily grounds operations and maintenance.
- Evaluate, plan and coordinate grounds activities. Assign manpower and grounds care equipment necessary for grading, seeding, planting, fertilizing, mowing, cleaning of lawns and planting beds, pruning, and maintaining drainage facilities.
- Be responsible for the care and maintenance of grounds, parking lots, walkways, driveways, athletic fields, landscape and paving projects as assigned, Arborist activities, trash removal, container contracts, vehicle care, and snow removal.
- Plan and prepare the annual grounds budget request.
- Assist in the contracting process for grounds projects, develop scope of work, detail specifications and supervise contractor compliance.
- Develop plans for the implementation of the College Master Plan.
- Direct snow plowing and other related services such as sanding during winter storms and other weather emergencies.
- Direct the functions of the Laborers including furniture moving; implement set-ups for special functions; drop off and pick up vehicles for repair; run errands as assigned; deliver tools, equipment and supplies to trades staff and Housekeeping staff; and distribute deliveries to the various campus offices.
- Prepare reports and keep records related to operational and personnel matters.
- Execute rules, regulations and safety procedures and assume responsibility for their observance.
- Work with other College personnel in a professional, supportive and courteous manner in carrying out the responsibilities of this position.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Director of Facilities and Operations

REQUIRED QUALIFICATION STANDARDS:

Education:

Bachelor's degree in Agronomy, Forestry, Horticulture, Landscape Architecture, or related field

License(s):

- Arborist License.
- Pesticide Applicators License
- Fertilizer Applicators License.
- Valid driver's license.

Skills, Knowledge, and Abilities:

- Thorough knowledge of plant materials, the principles applied in the development and maintenance of a College-wide landscape and grounds plan.
- Extensive knowledge of the functions, resources and capabilities of the various skills, manpower, equipment and materials assigned to this unit as well as a detailed knowledge of proper automotive and construction equipment usage.
- Ability to communicate effectively with a variety of audiences.
- Ability to interpret institution policies, plans, objectives, rules and regulations and communicate the interpretation to subordinates and others and the ability to prepare and present detailed studies and reports to include recommendations concerning the substance of the studies and reports.

PREFERRED:

- Supervision in a unionized setting.
- Knowledge of ADA requirements desirable.
- Bilingual in English / Spanish (fluent in speaking and writing).

ENVIRONMENTAL CONDITIONS:

Position is subject to both inside and outside work and extreme cold and hot temperatures may be encountered. The potential exists where noise, vibration, hazards, atmospheric conditions, oils and the requirement to wear a respirator might also be encountered. Position involves travelling throughout the College. May occasionally require bending, reaching, ascending and descending ladders and stairs, stooping, kneeling, crouching, crawling, standing, walking, pushing, pulling, lifting, feeling, talking, and hearing.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.