

Supervisor of Grounds  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=133089>

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Posted Nov. 6, 2019, set to expire Mar. 7, 2020

<b>Job Title</b>	Supervisor of Grounds
<b>Department</b>	Facilities Campus Operations
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Nov. 6, 2019
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Facilities/Maintenance/Transportation
<b>Job Website</b>	<a href="http://www.ubjobs.buffalo.edu/postings/22482">http://www.ubjobs.buffalo.edu/postings/22482</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

In this role, you will be responsible for all duties associate with the role of a Supervisor of Grounds in Facilities Campus Operations. You must have the ability to effectively communicate with coworkers, supervisors and the campus community. This position will require working in a team atmosphere. You must have strong interpersonal and teamwork skills. Must be able to delegate responsibilities, develop an effective work force, promote teamwork, and provide daily direction to the workforce based upon policy guidelines. The ideal candidate would be a strong communicator and be able to plan and adjust schedules based on priorities.

Your responsibilities will include:

- Ensuring that the University grounds are attractive and well-kept by planning work assignments and actively supervising the quality of grounds keeping services. Supervision will include overseeing safe work practices of the staff and exercise good judgment relating to work zone safety, and the safety of the campus community.

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- Supervising and assigning work assignments and develop schedules for grounds, recycling and moving services crews by providing oral and written instructions, training and assisting in task performance.
- Training personnel, or oversees training, on how to properly perform services, including operation of equipment, safe use of chemicals, and customer interface and encourages the exercise of initiative by fostering pride in maintaining the campus to the highest departmental standards.
- Ensuring that work is completed safely and schedules are met.
- Performing duties including tasks that involve the use of hand tools, power tools and riding mowers, snow blowers, construction equipment, chain saws, salt spreaders, trucks, & tractors.
- Using materials such as pesticides, sprayers and dusts, as well as fertilizers to control pests and horticultural diseases.
- Preparing and maintaining written & oral reports including Federal and State mandated documents, as well as establish written procedures for recycling and moving services.
- Be willing to work overtime for snow removal, special events and other seasonal requirements.
- Coordinating staff & equipment for snow / ice removal in a campus environment as well as coordinating moves and special event setups.
- Be familiar with NYS Executive Order 142 requirement regarding recycling goals and be able to implement policies and procedures to meet those goals.

This position is defined as safety-sensitive, and as such, is subject to alcohol and drug testing under the Omnibus Transportation Employee Testing Act of 1991.

You must be willing to work overtime for necessary snow removal and other seasonal requirements that are needed to maintain safe operations. This position is classified as "Essential Personnel" and as such will require a willingness to work and coordinate off-hours/emergency activities.

### \*Outstanding Benefits Package\*

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our <http://www.buffalo.edu/administrative-services/for-faculty-staff/benefits/state/csea.html> benefit packages.

### \*About UB\*

The University at Buffalo is SUNY's most comprehensive public research university, and an outstanding place to work. UB amplifies ambition for faculty and staff by offering endless possibilities to achieve more. Here, people from all backgrounds and cultures challenge and inspire each other to discover, learn and succeed. Dedicated staff and engaged faculty collaborate to further knowledge and understanding, and develop tenacious graduates who are valued for their talents and their impact on



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global society. Visit our website to learn more about the [http://buffalo.edu/University at Buffalo](http://buffalo.edu/University%20at%20Buffalo).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**