

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

Direct Link: <https://www.AcademicKeys.com/r?job=236996>

Downloaded On: Jun. 29, 2024 3:39pm

Posted Jun. 4, 2024, set to expire Oct. 4, 2024

<b>Job Title</b>	Head Grounds Supervisor
<b>Department</b>	Campus Operations
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Jun. 4, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Facilities/Maintenance/Transportation
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/50471">https://www.ubjobs.buffalo.edu/postings/50471</a>

**Apply By Email**

**Job Description**

The **University at Buffalo** has an exciting opportunity for a **Head Grounds Supervisor**, within University Facilities Operations, to lead a large-scale critical operation department. You will serve as the manager of a large and complex grounds maintenance operation across three campuses, covering 1,400 acres, overseeing various levels of supervisors, team members, and contractors. This position reports directly to the Assistant Director of Facilities Operations for Buildings and Grounds.

**Duties Include:**

- Manages all work activities of the grounds, garbage and recycling, moving services, and exterior signs departments
- Responsible for the timely and complete performance of crews functioning seasonally across three work shifts
- Responds, prioritizes, and schedules routine and urgent grounds maintenance service as needed

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- Provides training program oversight for team members by demonstrating proper use of equipment and materials and the performance of specific tasks to meet quality standards
- Maintains supervisory control of the grounds department team members, hiring, records of employee time, team member work performance plans, and individual personal development
- Reports to Facilities Management and other campus partners on the progress of projects
- Plans or assists in the planning of landscaping and other grounds projects by preparing rough sketches, schedules, and estimates of the staff, materials and equipment needed to accomplish a project
- Prepares purchase orders and justification for the purchase of grounds materials, equipment, and supplies
- Assists in the selection of grounds contractors, and manages the work to ensure completion according to contract specifications
- Other duties as assigned

A significant portion of the work involved by this individual will be directing crews to perform snow and ice removal or treatments, special event support, and other off-hour campus needs. The position requires working off-hours and overtime seasonally to fully deliver critical services to maintain campus operations.

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### **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. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about the great [benefits](#) the University at Buffalo has to offer.

### **About The University at Buffalo**

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

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**