

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

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Posted Nov. 25, 2024, set to expire Aug. 4, 2025

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| Job Title | Supervisor of Grounds, Campus Operations |
| Department | Campus Operations |
| Institution | University at Buffalo, The State University of New York Buffalo, New York |
| Date Posted | Nov. 25, 2024 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Classified Staff |
| Academic Field(s) | Facilities/Maintenance/Transportation |
| Job Website | https://www.ubjobs.buffalo.edu/postings/54384 |

Apply By Email

Job Description

The University at Buffalo is seeking a **Supervisor of Grounds** within the [Facilities Department](#) of Campus Operations. You will be responsible for completing the tasks listed below:

- Ensure that the University grounds are attractive and well-kept by planning work assignments and actively supervising the quality of grounds keeping services.
- Supervise and assign work assignments; develop schedules for grounds, recycling, moving services and other various work areas as assigned by providing oral and written instructions, training and assisting in task performance.
- Trains 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.
- Ensure that work is completed safely and schedules are met.

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- Use materials such as pesticides, sprayers and dusts, as well as fertilizers to control pests and horticultural diseases.
- Prepare and maintain 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.
- Coordinate 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.
- Other duties as assigned.

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 [benefit packages](#).

About The University at Buffalo

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 global society. 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

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