

## **Resort Grounds Superintendent**

**Reports to:** Director of Grounds

**Department:** Grounds

**Scope and General Purpose:** To manage grounds/landscape operations for all interior/exterior areas (to include indoor plants and outdoor plants, turf areas, flowers and trees); Maintain the cleanliness of parking areas, driveways, and hard-scape areas.

### **Essential Duties**

- Organize, direct, plan and control all landscape activities.
- Recognize and control landscape disease.
- Apply the proper fertilization methods to insure lush foliage.
- Effectively maintain all landscape equipment.
- Think clearly under emergency situations.
- Recruit, supervise and retain grounds staff.
- Motivate and lead staff members to achieve a common goal.
- Maintain resort standards, policies and procedures with staff.
- Read and understand landscape and site plan blueprints.
- Promote positive work relationships with staff and other departments.
- Identify areas for development and training and ensuring that training is affected to agreed standards.
- Provide technical, operation and safety training for employees to ensure that staff is working within OSHA, resort, state and federal guidelines for safe working conditions.
- Ensure that all grounds staff are appropriately dressed and groomed.
- Ensure that all grounds/landscaping facilities are clean and tidy at all times.
- Ensure that expenses are kept within budgeted limits.

### **Secondary Duties**

- To attend Department Head Meetings and Leadership Meetings as required.
- To submit accurate reports, invoices and purchasing records in a timely manner.
- Other duties as assigned.

### **Position Requirements**

- Current valid driver's license.
- High school diploma or GED is required. A Horticulture degree or diploma of 2 or more years is a plus.
- Must be able to use motorized outdoor maintenance equipment (chain saw, weed eaters, skid steer, golf cars, etc.)
- Must be able to work a flexible schedule including weekends and holidays.
- Knowledge of all technical aspects of landscaping (i.e. planting, irrigation, fertilization disease control, etc.).
- Ability to communicate in English with hotel guests, visitors, and staff to their understanding.
- Ability to provide legible communication.
- Licensed pesticide applicator.
- A motor vehicle and criminal records check are required for this position.

### **Physical Requirements**

Essential duties require long periods of standing, bending and kneeling, as well as lifting and carrying motorized equipment, fertilizer and plant pallets of 50 lbs or more. The employee must have normal vision (corrected) including close and color vision, hearing and verbal communication.

### **Environmental Conditions**

Duties are performed primarily outdoors in the elements, including the hot summer and cold winter months.

This Job Description reflects management's assessment of essential functions; however it does not prescribe nor restrict the tasks that may be assigned.