



Sisters of Charity of Nazareth
Job Description

Job Title: Grounds Supervisor

Exempt (Y/N): Yes

Department: Grounds/Campus Service

Reports to: Campus Service Director

Date: 2020

Wage Range: E-2

Summary/Objective: Supervise the activities of the Grounds Department including maintaining lawns, trees, shrubs, flowers and lakes; create and implement long range plans for landscaping, forest management, biodiversity, and ecological sustainability; maintaining the cemetery; planning and arranging for new plantings; by performing the following duties:

Essential Functions:

- Plan and direct work done by employees in Grounds Department.
- Manage landscaped and cultivated areas in a healthy and attractive condition.
- Manage natural areas such as native woods, prairie, and ponds to maximize ecosystem balance, including the identification and removal of invasive species.
- Consult with the Campus Service Director, Ecological Sustainability Director, Coordinators, and building contacts to fulfill groundskeeping needs.
- Consult with contractors and/or obtains bids as needed for specific services such as tree pruning, tree removal, landscaping, lake maintenance, concrete work, wild animal removal, etc.
- Prepare annual budget, and track department expenses.
- Supervise community garden, including food production for Food Service department, community member participation, and ongoing soil amendment and site development.
- Supervise snow removal from roads, walks, parking lots and driveways.
- Supervise the spreading of deicer on public passageways to remove/prevent ice buildup.
- Order supplies and equipment.
- Supervise the repairing of fences and gates.
- Ensure that all exterior furnishings and fixtures are in good working order.
- Supervise the cleaning out of drainage ditches and culverts.
- Assist in controlling wild and domestic animal population using humane methods.
- Supervise the maintenance of Nazareth Cemetery, including mowing and trimming grass, repairing headstones, placing new headstones, filling existing graves with new soil as needed.
- Assist with funeral arrangements, including selecting gravesites, digging graves, serving as pallbearer, placing caskets in the graves, and covering the graves.

- Supervise the maintenance of Nazareth fishing lakes in good ecological balance by monitoring fish population, treating the water for algae and other aquatic growth, removing weeds and other plant growth by using weed eaters, chainsaws and bush hog.
- Participate in the waste recycling and composting efforts on campus.
- Work with outside agencies and authorities such as City of Bardstown, Nelson County, electric and water utilities, etc. to plan and conduct maintenance of utilities and rights of way.
- Other duties may be assigned.

Qualification Requirements: To perform this job, the individual must be able to perform each essential duty satisfactorily. The requirements listed represent knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies:

- Ethical Conduct
- Confidentiality
- Leadership
- Decision Making
- Results Driven
- Collaboration Skills
- Communication Proficiency

Supervisory Responsibility: This position has the supervisory responsibilities of the Grounds Department.

Education/Experience: Bachelor's degree or Associate's degree or equivalent from a two-year college or technical school; or five years related experience and/or training; or equivalent combination of education and experience. Horticultural training, and experience caring for multiple landscaped areas. Arboricultural training, and experience caring for trees and woodlands, including proper pruning techniques, mulching, and the ability to identify diseased or stressed trees. Knowledge of Kentucky native plants, and experience incorporating them into landscapes. Experience managing lakes, ponds, streams, and dams. Knowledge of best practices in conservation and ecological sustainability. Proficiency with technology and computer usage, including word processing and presentation software, spreadsheets, email, and videoconferencing. Must have ability to operate heavy equipment such as backhoe, bulldozer, and dump truck. Must have the ability to work collaboratively with others, both inside and outside Grounds Department. Must be flexible and be willing to adapt schedule to meet the demands of the department.

Licenses/Certificates: Must have a valid driver's license and good driving record. Herbicide and insecticide application and safety training helpful.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties

of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 50 pounds.

Work Environment: While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions. The employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration and is occasionally exposed to a variety of extreme conditions at job sites. The noise level can be loud.

Position Type/Expected Hours of Work: This is a Full-Time Exempt position.

Travel: Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected.

- In addition to the above requirements, it is also your obligation as an employee to understand and uphold the mission, charism, values and language of the Sisters of Charity of Nazareth.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____