

Ridgewood Gardens

Grounds Manager

Starting at \$18,000.00 Salary plus Housing

- This is responsible supervisory work in the maintenance, and care of event center grounds, driveways, and parking lots.
- Works & assists in the planning, scheduling, and assigning of grounds operations. The major responsibility of the work in this class is the care and maintenance of campus grass areas, shrubs, trees, and other plants.
- Supervision is exercised over unskilled and skilled grounds workers.
- Periodic review of employees, for results obtained and adherence to Event Center policies.

DUTIES AND RESPONSIBILITIES

Maintains inventories of fertilizers, plants, and various grounds items.

Assists in planning, assigning, and scheduling grounds crews engaged in the maintenance, and care of Event Center grounds, grass, shrubbery, trees, and other plants.

Demonstrates and teaches proper work methods and techniques to employees.

Instructs employees in the use and application of fertilizers.

Conducts periodic inspections of Event Center areas and prepares preventive maintenance reports.

Maintains a preventive maintenance record system and assists in the establishment of work priorities.

Prepares various administrative reports.

Performs related work as required.

Event Center setup and breakdown including but not limited to chairs, tables, and tent.

Occasionally assists in different areas at the Ranch

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of materials, equipment, tools, methods, and techniques used in Gardening, repair, and maintenance.

Considerable knowledge of plants, herbicides, fertilizers, and other chemicals used in grounds work.

Knowledge of horticulture, landscape design, and agronomy.

Ability to supervise the work of others.

Ability to read and understand planting and construction plans.

Ability to establish and maintain effective working relationships with Event Center employees.