

Job Description

Position Title:	Supervisor of Grounds		
Business Unit:	Physical Plant- Grounds	Status:	Full-Time, Hourly
Reporting to:	Director of Physical Plant	Salary Range:	TBD

Background:	<u>University Overview</u> Founded in 1893, Southwestern Adventist University is a 501(c)(3) faith-based institution located in Johnson County, Texas. As the only four-year degree-granting university in the county, Southwestern Adventist University is an important community stakeholder that links education with action by building knowledge, increasing faith, and providing service. <u>University Vision</u> Southwestern Adventist University seeks to be a community that supports academic, spiritual, physical, and emotional wholeness encouraging all members to find their purpose and lead lives of service. <u>University Mission</u> The University's Mission statement is "Inspiring knowledge, faith, and service through Christ-centered education."
Position:	The Groundskeeper Manager at Southwestern Adventist University leads the strategic care and stewardship of the campus' outdoor environment, ensuring that the grounds consistently reflect the University's mission, values, and spiritual character. This leadership role involves overseeing landscaping operations, coordinating support for campus events and supervising staff. Planning, and attention to detail is key for under the leadership of Groundskeeper Manager, SWAU grounds fosters a safe, welcoming, and well-maintained campus that not only embodies the pride and community spirit of the University but also serves as a visible expression of the University's commitment to God's creation through order, beauty, and attention to detail.
Responsibilities:	• Budget Oversight: Manage the annual grounds budget to support consistent upkeep and improvements throughout the fiscal year. • Strategic Planning: Develop long-term plans for equipment replacement and landscape enhancements to support campus growth and sustainability. • Team Leadership: Supervise department personnel, including full-time staff, student workers, and temporary employees. • Training & Safety: Provide comprehensive instruction on the proper use of tools and equipment and ensure adherence to safety protocols through ongoing training and enforcement. • Equipment Management: Maintain, repair, and replace groundskeeping tools and machinery as needed to ensure operational efficiency. • Daily Operations: Open and prepare the grounds shop each morning or coordinate access to ensure readiness before shifts begin. • Landscape Care: Oversee daily tasks such as mowing, pruning, weed and pest control, and planting of flowers, shrubs, and trees to maintain a vibrant and healthy campus environment. • Chemical Application: Plan and schedule herbicide and fertilizer applications, coordinating with contractors or internal staff as appropriate.

	• Resource Management: Monitor and maintain fuel supplies for all ground equipment. • Administrative Duties: Review and approve timecards for ground department employees. Work closely with the Facilities Services team to support broader maintenance and custodial operations as needed. • Follow all University policies, safety procedures, and environmental standards in carrying out work. • Duties as assigned.
Primary Requirement:	Must have strongly expressed a commitment to Jesus Christ, the teachings and mission of the Seventh-day Adventist Church, be a member of the Seventh-day Adventist church in good and regular standing, and have a desire to serve in a cooperative, spiritually redemptive, and soul-winning atmosphere.
Knowledge, Skills & Abilities:	• High school diploma or equivalent required. • Valid driver's license required. • Previous experience in groundskeeping, landscaping, or facilities maintenance preferred. • Working knowledge of lawn care practices, irrigation systems, and grounds equipment operation. • Strong attention to detail, dependability, and initiative. • Demonstrated ability to lead and oversee workers effectively. • Commitment to safety, teamwork, and maintaining the University's standards of excellence.
Work Conditions & Environment:	Job Conditions: SWAU maintains a small physical plant staff and individuals are called to assist other staff members in maintaining the facilities. Frequent use of power tools and equipment; must observe all safety guidelines. Possessing skill in these areas are a plus and consideration will be given to candidates who are well rounded in their abilities to maintain all trades. Occasional: Working on weekends. Environment: Frequent: Outdoor. Occasional: Indoor, Wet/Dry Conditions, Cold/Heat. Work Hours: Monday- Friday 7am- 4pm flexibility available Physical Requirements: Must be able to lift and carry up to 50 lbs. and perform physical tasks such as sitting, walking, bending, kneeling, and standing for extended periods. Regular use of ladders at varying heights. Wear personal protective equipment (PPE). <i>The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.</i>

This job description is not intended to be complete or limiting – the role will require a proactive and flexible approach to be successful.

Southwestern Adventist University provides equal employment opportunities to all employees and applicants for employment and prohibits unlawful discrimination based on race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. The university does, however, exercise its constitutional and statutory rights as a religious organization to require standards of conduct for students and employees and, as an employer, to prefer members of the Seventh-day Adventist Church for employment.

This policy applies to all terms and conditions of admission or employment, including, but not limited to, student admission, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.