#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Landscape & Grounds Operations Coordinator

**Job Number:** SB-050 | VIP: 1349

**Band:** OPSEU- 9

**NOC:** 8255

**Department:** Facilities Management

**Supervisor Title:** Manager, Facility Services

**Last Reviewed:**  October 14, 2022

#### **Job Purpose:**

Responsible for coordinating all landscaping and grounds operations as directed by the Manager, Facility Services. The incumbent also liaises closely with departments such as Campus Security, Parking Services and will interact with all other managers within Facilities Management. The incumbent is the first point of contact and is also responsible for the creation of a yearly snow removal and winter maintenance, on call schedule. The incumbent will plan, lead, and organize general and skilled repair and maintenance of all Trent University’s grounds exteriors, small projects, new construction as well as installations within Trent University’s portfolio of properties and related assets. This coordinator will oversee the quality of work performed as well as make recommendations for improvements.

#### Key Activities:

* Receives and responds to work order details and coordinates the appropriate staffing resources within the Landscape and Grounds Maintenance division of Facilities Services, to ensure the full completion of such work throughout Trent University’s portfolio of building and property assets. If deemed necessary, this position is relied upon to obtain external contractor quotes along with the responsibility of ensuring all applicable billing is in order.
* During normal course of daily work, be continuously vigilant in identifying and addressing safety concerns on the campus grounds as well as reporting deficiencies or concerns to the Manager, Facility Services if necessary.
* Ensures proper documentation of equipment and machinery maintenance and repair.
* Must provide training and guidance to direct and indirect reports. Ensures proper documentation of training and verifies credentials are valid before the commencement of work.
* Ensures all jobsites are supplied with the appropriate and required materials to keep the Landscape Technicians focused on the tasks at hand to become increasingly efficient in their duties.

***Landscape & Grounds Maintenance:***

* Responsible for garbage and hazardous waste removal/disposal on all campus grounds, Wildlife Sanctuary, Trent Nature Areas, Traill campus as well as from other Trent owned properties and assets.
* Responsible for campus winter maintenance (snow and ice removal). This position is also responsible for the creation and implementation of the yearly on call snow removal rotation. This is vital to ensuring the campus is safe for all students, faculty, staff and visitors on campus. The coordinator is also responsible for general winter machinery maintenance, ensuring proper milestone maintenance occurs as well as the proper documentation of the work performed.
* By way of placing orders, must ensure proper inventory levels are maintained for fuel, rock salt, sand, water as well as ice melt.
* Relied upon to provide advice as well as research on the procurement of new and or necessary ground and landscape related machinery, tools and vehicles.
* Responsible for overseeing and assisting with campus lawn and garden maintenance. The incumbent is expected to ensure proper lawn maintenance is scheduled to promote continuous health and growth of the Trent University campus grounds.
* Ensure the seasonal garden maintenance is scheduled to properly address invasive species growth. This is increasingly important as it ensures the invasive species growth remains minimal as well as promotes beautification of the campus gardens, so they remain healthy and presentable. The coordinator is also responsible for the general lawn machinery maintenance as required as well as ensures the proper documentation is recorded.
* This position is also responsible for ensuring the completion of proper Nature areas maintenance. This includes maintaining the physical trails, removal of solid waste as well as removing safety hazards such as fallen trees or any invasive species.
* In collaboration with the Facility Maintenance team, this position is responsible for coordinating event set ups and take downs for various university events (convocation, HOTT, etc.) Also responsible for ensuring lawns and grounds are manicured for outside conference events and weddings.
* Assists and coordinates the moving, relocation and disposal of equipment and other university assets such as signage, refrigerators, hazardous chemicals, HVAC units, etc.
* Responsible for the coordination of road, pathway and exterior grounds related infrastructure work and maintenance. This work is completed through coordinating both internal and external resources to complete the work as well as responsible for ensuring the satisfactory completion of the required work.
* Responsible to ensure the Trent Lands and Nature Areas Plan is followed by maintaining developable lands, ensuring sensitive land areas remain protected as well as remove or mitigate any invasive plant species.

***Project Management:***

* In conjunction with the Manager, Facility Services, this position designs drawings as well as provides estimates for landscape and grounds related construction projects within Trent University’s portfolio of buildings and assets.
* Ensures compliance with the Ontario Building Code (OBC) as well as the Accessibility for Ontarians with Disabilities Act (AODA) when reviewing or completing project drawings or blueprints.
* Liase with architects, engineers, project managers, department managers, developers as well as suppliers to meet the needs of as well as support the Trent University community.

#### Education Required:

* 2 years Post-Secondary in a related field of study as well as a Landscape Technician certification.

#### Experience/Qualifications Required:

1. Six years of directly related experience in a nursery and landscape maintenance operation, which must include four years of direct supervision overseeing a team of individuals.
2. Valid Class “G” Driver’s License.
3. Licensed Pesticide Operator Certificate required.
4. Transportation of Dangerous Goods Certification Training.
5. Knowledge of current Occupational Health & Safety Legislation.
6. Demonstrated ability to perform mechanical and agricultural tasks.
7. Strong computer skills including proficient use of programs such as MS Word as well as an understanding of technology and how to properly navigate a computerized maintenance management system (CMMS).
8. Specific knowledge of chain saw use; pesticide application; backhoe and other hydraulic equipment.
9. Specific knowledge of operation and maintenance of grounds equipment which include: diesel and regular gasoline powered tractors and equipment; large and small trucks; snow removal equipment; air compressors, etc.
10. Specific knowledge of plant, shrub, tree and grass selection and maintenance techniques.
11. Demonstrated ability to work independently.
12. Must be physically capable of routinely lifting/handling equipment and other materials.
13. Good communication skills, both written and verbal.
14. Demonstrated skills in, and commitment to customer services and continuous improvement.
15. Must be available to work some evenings and weekends as required.
16. Required to be on-call in winter months.
17. Criminal record check (dated within the last 6 months) is required as a condition of employment.

**Job Evaluation Factors:**

**Responsibility for the Work of Others**

Direct Responsibility

Students - Part-time seasonal

Indirect Responsibility

* Lead Hand to: Landscape Technicians
* Contractors - snowplow, gravel, garbage removal

**Communication**

Internal:

* Daily collaboration with manager to ensure completion and prioritization of assignments and tasks
* Project Managers (consult and make recommendations on new developments)
* Snow removal contractors
* Materials/supplies order and disperse
* Equipment repairs etc.
* Communicate project and work order needs and details to the landscape Technicians
* Students, faculty and staff – to make necessary repairs to university properties, respond to questions, needs and requests. Listen to concerns and relay the communication to the Manager, Facility Services

External

* Conference guests, help with grounds repairs as necessary as well as event set up
* Landscape material suppliers – ordering and picking up materials
* Trent University visitors – provide directions as well as answer questions
* Contractors – coordination of specialized work required on campus

**Motor/ Sensory Skills**

* Gross Motor Skills - Needed for all industrial machines (Frequency 1, 2, 3)
* Fine Motor Skills - Needed for all hand held equipment and tools, depending upon job (Nature 2, 3)
* Dexterity - Operating mowers, changing gears/shifts, blades/drive belts on equipment, sharpening blades, driving, changing gears, and pushing buttons, manipulating shifts (buckets, blowers, blades). Simultaneously on equipment while moving (Frequency 1, 2, 3)
* Auditory - while operating equipment with motors, blades, belts etc., listening that salt and sand is being dispersed properly, ensuring that equipment does not have unusual sounds to prevent breakdowns and safety issues, weather conditions for priorities and safety
* Taste/Smell - equipment fluids, emissions, leakage, antifreeze, oils, gases, exhaust fumes, smoke, belts/rubber burning, cleaning and/or chemical materials, Waste and Hazardous Waste materials
* Touch - sharpness of blades, position and use of gears, shifts etc. while operating equipment, caring for plant etc., covering and casements of equipment to check temperature (Precision 2, 3)
* Visual - snow/ice conditions, maintain ongoing checks on trees, shrubs, for health of each and safety of University, all equipment and pumps, continuous check of grounds to ensure safe and clear areas

**Effort**

Mental:

* Concentration - Focus/Sensory effort, refer to Sensory Skills for description, job related (Intensity 3,4) (Control 1,2)
* Listening - processing information received on work to be completed. When responding to inquires from faculty, staff, students and visitors. Hearing concerns and addressing questions or issues
* Extremely focused concentration while operating heavy machinery
* Plan and forethought required as well as strict concentration when cutting down trees

Physical:

* Fine Motor Skills - Operating small tools, backhoes, chain saws, collecting garbage, shovelling.
* Lifting, carrying, bending, walking, moving, pushing/pulling, climbing, extending/reaching, kneeling. Moving of heavy material

**Working Conditions**

Physical:

* Weather conditions - snow, ice, rain, hail, wind, sleet, sun
* Dusty/Dirty - Sweeping by power and hand equipment, use dust masks
* Fumes/Odors - Waste management and toxic waste
* Crowded working conditions - Safety concerns, parking lots, loading docks, walkways
* Working within tight Spaces - Within snow blowers, backhoes, sweepers and ensure safe operation
* Noises/Vibration - All motorized equipment, use of ear protectors
* Exposure to hazardous materials – transportation and handling of hazardous and dangerous chemicals. Must have the necessary training to understand the necessary procedures as well as personal protective equipment required

Psychological:

* Conflicting work priorities and multiple demands
* Changing deadlines/time pressures - Weather dependency (ice, snow, rain)
* Increase workload and equipment - Required knowledge of a wide variety of equipment
* Some evening and weekend work required
* Required to be on-call within the scheduled rotation during winter months
* Complaints – requirement to interact diplomatically with respect to complaints from the Trent community
* Some lack of control over work projects – requirement to work with outside contractors during work projects
* Need to adapt to unforeseen circumstances