

Sonoma State University is committed to achieving excellence through teaching, scholarship, learning and inclusion. In line with our Strategic Plan and our Seawolf Commitment, our values include diversity, equity, sustainability, community engagement, respect, responsibility, excellence and integrity. We strive to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. We encourage innovation, experimentation and creativity, as well as contributions to equity and inclusion, in the pursuit of excellence for all members of our university community.

Position Purpose: Reporting to and under general direction of the Director of Facilities Operations, the Landscaping Manager provides guidance for the University's landscape program, and supervises both staff and student personnel. The incumbent is responsible for establishing work rules, work area assignments, safety training and providing leadership to support other aspects of personnel management including approving time and attendance and partnering with Human Resources to support workers' compensation and leave administration. The incumbent is responsible for overseeing the landscape care of 164 acres, encompassing athletic fields, open lawn/event areas, parking lots and roads, academic/office buildings and residential life landscape areas, and respect for natural reserve campus areas. The incumbent provides management and guidance, routinely acting as a liaison between the campus community, including but not limited to students, staff, faculty and visitors, and the Facilities Management department and its team.

Major Duties: Major duties of the position include, but are not limited to, the following in support of the Landscaping department:

- Executing a landscape maintenance plan for the University, consisting of designating grounds maintenance areas. This includes: assignment(s) of special work crews to carry out functions of policing, watering, mowing, trimming, pruning, fertilizing, spraying, maintaining pest control, planting, seeding, cultivating, draining, sustaining erosion control, preserving signs, maintaining and securing inventory and other installed facilities, and any labor assistance needed in grounds areas.
- Providing oversight of all planting, maintenance of plantings to secure optimum growth, appearance, consonance with long range master plan and economy of operations.
- Providing expert advice on all aspects of plants growth to the University as requested, this includes: environmental requirements, development trends, compatibility with surroundings, space, maintenance problems and economy of maintenance.
- Providing guidance and counsel to campus administration with respect to landscape matters.
- Ensuring effective equipping of the landscape workforce; planning equipment and tool requirements; purchasing all tools, equipment and materials required for the landscape workforce; acquiring repair parts and implementing equipment lists for future requirements.
- Assisting in the preparation of the University budget by providing information for forthcoming landscape requirements to include materials, tools, equipment required within the budget period; along with planning and justifying personnel requirements of landscape maintenance.
- Working closely with Intercollegiate Athletics as it pertains to maintenance, modification, augmentation and use of all athletic related fields to ensure athletic fields are being maintained with proper care for the safety of student athletes, and to provide quality athletic field areas for student athletes to perform on.
- Maintaining and orchestrating the care of trees campus wide. Overseeing services to be rendered with in-house technicians, or contracted out as necessary. Works annually with contracted Arborist to verify the health of trees campus wide, and implements recommendations accordingly.
- Establishing zone schedules with the assistance of leads, and overseeing the landscape team to verify services are being rendered on a regular and consistent basis. Verification includes regular, ongoing and documented inspections.
- In conjunction with the Director of Environmental, Health and Safety, coordinates and trains employees in chemical safety and cleaning safety standards, including understanding of Safety Data Sheets (SDS) on products used.

- Overseeing pest control program by utilizing inhouse staff, as well as 3rd party services.
- Overseeing herbicide program by utilizing inhouse staff and 3rd party services as needed.
- Managing exterior projects such as, perimeter fencing, road, and parking lot & road repairs.
- Coordinating campus wide events pertaining to community engagement efforts in landscape. and sustainability, such as weed management, planting, and mulching.
- Managing irrigation software for scheduling/seasonal purposes.
- Working closely with Housing Operations Manager (Fleet Manager), maintains landscaping equipment including, but not limited to, carts, tractor, backhoe, mowers, sweeper, athletic line field sprayers, and small equipment and hand tools.

General administrative duties include, but are not limited to, identifying strategies to seek feedback from the campus community regarding services provided, working towards identifying continuous service improvement opportunities; managing multiple budgets, tracking and forecast planning; partnering with other Facilities Management leadership and Human Resources to address compensation and disciplinary issues, recruiting and other personnel related activities; ensuring daily compliance with University policies and regulations, including safety items/issues, and taking necessary corrective action as needed; responding to emergency calls for service from the campus; and conducting regular meetings with staff to provide new information and discuss work-related issues.

Secondary Duties: Performs other secondary duties as assigned.

Work Environment: Duties will be performed in various locations on the Sonoma State University campus, including working both indoors and outdoors to support and participate in university activities and events. As an exempt employee you have some flexibility in your schedule however must be available during the regular campus hours Monday through Friday to meet the operational needs of the campus and department. The incumbent must be available to be on-call and respond to emergencies 24 hours a day, 7 days a week. The incumbent must maintain regular and acceptable attendance at such levels as is determined by the Appropriate Administrator. This position will require occasional travel, by automobile or airplane, and overnight stay to travel to trainings and meetings off campus.

Minimum Qualifications: This position requires a minimum of 3 years of experience in landscaping management, along with 2 to 3 years of progressively responsible and applicable management and/or supervisory experience. Bachelor's degree in related field, or equivalent combination of education and experience to provide the required knowledge, skills and abilities to perform the duties of the position. Campus experience is preferred. Familiarity with California plant species that are native to the area, drought tolerant, with minimal maintenance care highly preferred. Possession of California Department of Pesticide Regulation's Qualified Applicator's License (QAL/QC) preferred. Familiarity with Maxicom Irrigation Control Software. Intermediate proficiency with computers and Microsoft Office Suite (Word, Excel) required. Knowledge of Google Suite, computerized maintenance management system and PeopleSoft preferred. The incumbent must possess and/or obtain and thereafter maintain a California Driver's License valid for the operation of any vehicle or equipment required to maintain and operate.

In addition, the position requires the following:

- Strong working knowledge and understanding of the fundamental concepts, practices and procedures associated with grounds, landscaping, and maintenance including but not limited to pest control, plant identification, proper methods associated to lawn care, athletic field care, shrubs, trees, annual, perennials, water schedules, drought tolerances, seasonal care, indigenous plant materials, and irrigation methods and controls.
- Strong leadership and management skills to be proactive in overseeing personnel, provide on-going support and training to assist staff in successfully completing the responsibilities of their position, which includes,

but is not limited to, training, clarifying roles, responsibilities and assignments, and motivating, coaching and inspiring, recognizing staff.

- Demonstrated experience working with vendors and contractors; demonstrated proven negotiation skills.
- Possess an understanding of policies and procedures related to the purchase of commodities and services, securing outside vendors, and provisions for bid contracts.
- Ability to supervise employees covered by a collective bargaining contract and appropriately coordinate with trades personnel to adhere to all conditions of those agreements.
- Ability to interpret, communicate, and apply policies and procedures and adapt to organizational procedural, and policy changes.
- Ability to identify opportunities for improvement using detailed data analysis skills.
- Ability to work effectively both independently and as part of a team.
- Ability to contribute to a collaborative environment utilizing exemplary communication and problem solving skills as necessary.
- Ability to prioritize and perform all work efficiently and effectively; and provide excellent customer service to students, staff, faculty, and campus visitors while ensuring University's needs are met.
- Must be able to work in a safe manner; report safety violations and potentially unsafe conditions; properly handle and work with chemicals and operating equipment; be committed to high standards of safety and be willing and able to comply with all safety laws and all of the university's safety policies and rules.

The incumbent must demonstrate integrity and sound judgment in performing duties; possess the ability to supervise the work of staff and recommend appropriate personnel actions; be able to apply strong problem solving and conflict resolution skills and train and evaluate performance, taking corrective action as needed; deal with stressful situations while maintaining composure; and contribute to a collaborative environment utilizing exemplary communication and problem solving skills as necessary. Must have strong organizational skills and the ability to manage multiple projects and competing priorities simultaneously, adjusting quickly to changes needed on a daily basis. Must have the ability to effectively communicate with all levels within the university and establish and maintain productive and effective, inclusive working relationships amongst diverse populations including staff, faculty, administration, students, and other internal and external constituents. Must be able to accept constructive feedback and work cooperatively in group situations. Must also possess the ability to operationalize sustainability concepts (economy, society, environment) into all aspects of performing job duties.

The duties of this position may include participation in decisions that may have a material financial benefit to the incumbent. Therefore, the selected candidate may be required to file Conflict of Interest Form 700: Statement of Economic Interest on an annual basis, complete ethics training within 6 months of appointment, and attend this training every other year thereafter.