



Reid Park Zoological Society

Come join us at the Reid Park Zoological Society!

Reid Park Zoological Society is seeking a **Grounds Supervisor**. The Society is a 501(c) (3) nonprofit organization whose mission is to support, advocate for and enhance the value of Reid Park Zoo and its mission to encourage commitment to the conservation of biological diversity and to provide educational and fun experiences for visitors of all ages. Reid Park Zoo is the largest attended cultural attraction in Southern Arizona with approximately 500,000 visitors annually. Be a part of a vibrant, growing organization as Reid Park Zoo implements an exciting master plan that will be investing over \$60M in new exhibits over the next ten years.

Overview:

The Grounds Supervisor provides daily oversight, assistance and supervision of the Grounds Department, to ensuring the highest landscaping/horticultural standards and public and behind-the-scenes cleanliness. This position provides direction to staff, establishes priorities, assigns tasks, schedules work projects, manages budgets, procures materials, manages inventory, and provides quality customer service. This position is hands-on in a fast-paced environment.

Reid Park Zoological Society is an equal opportunity employer. This is a FLSA salaried/exempt, full time position. Please submit your resume to hr@reidparkzoo.org No phone calls or office visits please.

GROUND SUPERVISOR **April 2019**

Reports To: Director, Construction and Grounds

| Responsibilities:

General Duties

- Responsible for monitoring the health, pruning, fertilizing, irrigation of the botanical collection, weed and pest control, recording keeping, and draft and/or final landscape designs for new exhibits.
- Develop and implement maintenance programs for zoo's landscape to ensure optimal condition.
- Oversee routine cleaning of staff buildings, public facilities, walkways, barriers, glass windows and signage in a manner that promotes a positive public image.
- Design, coordinate, and implement new landscaping for planned and existing animal exhibits and public areas.

- Monitors irrigation systems to ensure appropriate water quantities and distribution to plant root zones. Replaces irrigation heads, makes irrigation system repairs, and adjusts controller programs for seasonal conditions.
- Assists animal care staff with integrated pest management program.
- Support and enhance the zoo's animal browse program, while ensuring the continued health and integrity of donor plants. Plants and maintains landscape with an emphasis on edible browse.
- Ensures staff and others safely use and maintain hand tools and gas-powered equipment (e.g., mowers, blowers, power-washers, chainsaws, etc.).
- Ensures staff and others safely perform tree trimming and other work from ladders and mechanical lifts.
- Ensures trash removal plus, weeds, and leaf litter from grounds.
- Safely operates golf carts, utility vehicles, riding mowers, skid steers, forklifts, tractors, and equipment pulled behind trailers.
- Ensure preventative maintenance program for all equipment.
- Ensures staff, interns, volunteers and others are utilizing the appropriate personal protection equipment.
- Maintains sufficient inventory of common supplies in order to quickly repair systems and equipment etc.
- Ensures new employees receive adequate on-boarding training to meet job requirements. Ensures established staff receives additional training as necessary.
- Assists Director with evaluating in-house and outsourced facilities services and functions (e.g., specification review), ensuring standards of performance are met.
- Participates in supporting the zoo's Association of Zoos and Aquariums re-accreditation efforts.
- Ensures the zoo is in regulatory compliance regarding fertilizers, herbicides, and pesticides storage and use. Checks and obtains approval from Veterinarian regarding chemicals used on grounds/ animal habitats.

Supervision

- Demonstrates strong leadership and mentoring
- Proficiency in both written and oral communications.
- Develops and maintains records.
- Provides supervision to direct reports. Makes decisions on scheduling and how work is allocated.
- Makes hiring decisions and addresses employee relations concerns in conjunction with Director and HR.

- Partners with HR regarding performance management, promotion, status changes, compensation, staffing, training and related issues.
- Creates, fosters and maintains a positive team-focused work environment.
- Provides training, coaching and mentoring to promote employee development.
- Stays updated on new techniques, procedures, products, and services pertaining to horticulture, landscaping etc.
- Provides quality customer service to all visitors, vendors, volunteers, and staff.
- Ensures all project decisions and agreements are made in the best interest of RPZS.
- Attends required meetings and serves, as appropriate, on staff committees.
- All other duties as assigned.

Preferred Qualifications, Skills and Abilities

- Minimum high school education or GED required. Certificate or degree in horticulture, landscaping, or similar preferred.
- Minimum of three (3) years in a supervisory position in a zoo, park, golf course, resort, landscaping contractor or similar environment utilized by the public.
- Possession of a valid Arizona driver’s license, or ability to obtain one.
- Obtain necessary certification to apply pesticides and herbicides in public spaces within one (1) year of hire. Keeps license current.
- Working knowledge of best practice landscaping practices and suitable plant selection for the southwest desert region. Plant identification knowledge required.
- Ability to develop and sustain effective working relationships with others.
- Proficient with Microsoft Office Suite and willing learn new programs as required.
- Ability to use radio, phone, and computer to communicate.
- Able to work in extreme environmental conditions (e.g., heat, cold, rain, etc.) for long periods of time, including exposure to soiled materials and light chemical substances.
- Assertive, energetic, and accustomed to working in a fast-paced environment.
- Ability to take direction and be quick to act or change direction as needed.
- Able to lift and carry heavy objects (up to 50+ lbs.). Comfortable walking, sitting, bending, and standing for long periods of time.
- Willing to work a flexible schedule including evenings and weekends.

Please note that this is not an exhaustive list of responsibilities. This position description statement is intended to give a potential applicant a reasonable idea of what might be required.

Reviewed By:	Print Name	Signature	Date
Employee:			
HR Director:			