

Mesa State College
ANNOUNCEMENT OF POSITION VACANCY
Landscape Design and Sustainability Manager

The Landscape Design and Sustainability Manager is responsible for providing an attractive, sustainable, clean, and safe outdoor campus, supporting the educational role and mission of Mesa State College.

RESPONSIBILITIES:

- Plans for, designs, manages and/or coordinates the construction of campus landscape projects;
- Consistent with established standards, develops and maintains a palette of site furnishings, outdoor signage, lighting and paving types;
- Develops and maintains a campus wide inventory of water use, both domestic and irrigation;
- In conjunction with the Campus Architect, maintains and updates the campus master plan to indicate locations of new green space, hardscape features, public art, sitting areas and planting beds;
- Establishes schedules for weekly, monthly, quarterly and yearly activities such as mowing and string trimming, weeding, aerating, fertilizing, top dressing, over seeding, etc.;
- Establishes daily work schedules of grounds unit, assigns work orders and sets standards for time required to complete specific tasks and measure productivity;
- Selects and directs planting of campus flora, shrubs, trees and other ornamental plantings;
- Establishes training programs to ensure all employees are trained in a uniform manner and to like standards;
- Prepares and maintains maintenance plans, inventories, operating manuals, and policies
- Authorizes and monitors the expenditure of funds and the use of resources;
- Develops safety and training programs and processes to ensure compliance with departmental, state and federal rules and regulations;
- Maintains existing outdoor public art and memorials while planning for the installation of new exhibits;
- In collaboration with the Honors and Recognition Committee, creates and manages a program that will allow individuals to donate memorial trees, benches and picnic tables across campus;
- Creates, maintains, and updates various schedules, inventories, manuals, and maintenance plans;
- Coordinates with the Athletic Director, Maverick Center Director, coaches and various other College personnel on the scheduling, repair and maintenance of sports turf on campus (both natural and artificial surfaces);
- Coordinates with College personnel to arrange for and support special events that use outdoor areas across campus;
- Stays abreast of changes in technology and techniques, and maintains expertise on new and improved landscape design and sustainability methods;
- Manages assigned staff and directly supervises 3-10 employees. Supervisory responsibilities include interviewing, recommending hires, training employees, planning, assigning and scheduling work, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.
- Provides input to Director of Facilities Services and assists with department budget by providing recommendations and by monitoring departmental expenses. Submits and justifies requests in excess of current budget to supervisor for review and approval.
- Other related duties as assigned.

EDUCATION & EXPERIENCE: Bachelors degree in Landscape Architecture or related field from an accredited four-year college or university with a minimum of three years experience in the landscape design field. Must have supervisory experience and demonstrated successful experience in the management and implementation of significant landscape design projects. Must have a working knowledge of and be able to demonstrate past success in designing, constructing and maintaining outdoor spaces (natural and artificial turf,

ground cover, trees, etc.). Ability and demonstrated aptitude in the use of common software programs, such as Maxicom, Microsoft Word, Microsoft Excel, Banner and work order system software, such as School Dude, also required. Candidates who meet all other requirements, but lack a required bachelor's degree, may be considered upon showing of equivalent education and experience. Must possess the ability and willingness to do "hands on" projects and daily grounds work as needed.

TYPE OF APPOINTMENT: Full-time, administrative appointment.

SALARY: \$50,000 to \$56,000 per year, commensurate with education and experience. Excellent health and retirement benefits package.

APPLICATION DEADLINE: Open until filled. For consideration, apply by July 30, 2010. Applications will be reviewed upon receipt. Anticipated start date of August 9, 2010.

APPLICATION: Submit a cover letter describing qualifications and experience as they relate to the specific requirements and responsibilities of this position, current resume, a copy of transcripts for all degrees completed (official transcripts will be required upon hire), the names, phone numbers and e-mail addresses of three professional references, and the following completed forms:

- Applicant Authorization and Release to Conduct Reference and Background Check form (available at: <http://new.mesastate.edu/hr/documents/ApplicantAuthorizationforReferenceandBackgroundCheck.pdf>),
- Background Investigation Disclosure and Authorization form (available at <http://www.mesastate.edu/hr/documents/BACKGROUNDINVESTIGATIONDISCLOSUREANDAUTHORIZATION.pdf>)
- Voluntary Affirmative Action form (available at: <http://www.mesastate.edu/hr/documents/Form-Affirmativeaction.pdf>)

to:

Landscape Design and Sustainability Manager Search Committee
Human Resources, LHH 237
Mesa State College
1100 North Avenue
Grand Junction, Colorado 81501-3122
Phone: 970 248-1820

Mesa State College is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial and/or motor vehicle history. Mesa State College is an Affirmative Action/Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body.

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