

Grounds Manager

Salary

Commensurate with experience and internal equity

Diversity, Equity, Accessibility, and Inclusion at Getty

Getty believes diversity, equity, accessibility and inclusion are essential to our excellence and to the execution of our mission. The Getty community values differences in the pursuit of inquiry and knowledge, mutual understanding, respect, trust, transparency, and cooperation. We are committed to creating a diverse and welcoming workplace that reflects the diversity of the communities we serve and includes individuals with diverse backgrounds and experiences. Individuals of color, women, LGBTQIA+, veterans and persons with disabilities are encouraged to apply.

Job Summary

Oversees grounds and gardens operations under the direction of the department head. Provides guidance, direction, and long range/short term planning and directs operational policy including safety. Establishes development and performance criteria for the assigned area in conjunction with departmental plans, goals, and procedures required to maintain Getty landscape and site(s) at a high level. Directs and manages staffing needs and contractor resources and priorities to align with Grounds and Facilities goals.

Major Job Responsibilities

- Oversees complex grounds operations including staffing, scheduling, training, equipment/vehicles, department records, contracts, safety, site fire prevention and project delivery.
- Ensures site care including; preservation of Getty's public gardens and horticulture resources, maintenance of grounds, fine gardens, wildland and urban interface, drainage maintenance, fire protection and irrigation systems.
- Oversees horticultural care for assigned areas including pest control, fertilization and agronomy, plant care, tree care, problem identification, solving and communication
- Ensures aesthetics and standards for department. Works closely with campus architect and grounds archivist/Horticulturist maintaining architectural standards.
- Strong financial and budget management experience.
- Strong experience with sustainability programs
- Strong written and oral communicator. Bi-lingual Spanish language skills necessary
- Manages subordinate employees including mentoring, coaching, counseling, evaluating and coordinating the employee's work
- Manages and negotiates contracts and directs projects: Prepares work scopes, tracks project costs, and ensures project quality control guidelines are followed, as well as safety and regulatory compliance.
- Experience with outsourced service contracts such as tree trimming, brush clearance, irrigations systems and general landscape maintenance.
- Oversees staff safety training and regulatory compliance documents. Reviews, enforces and coaches on operational safety and training. Works closely with risk management and department facilities management.
- Oversee spraying and treatment operations, chemical storage/disposal and reports use to regulatory agencies

- Prepares and maintains internal and external compliance documents
- Manages, reviews and enforces operational safety, training needs with department and contractors.
- Works directly with internal clients & external contractors to plan and implement projects and activities
- Key manager with Grounds, Facilities and Security emergency planning. Emergency responder day and night.
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Qualifications

- Bachelor's degree
- 5 to 7 years of supervisory and/or project/process management experience

Knowledge, Skills and Abilities

- Demonstrated landscape management, maintenance and construction experience.
- Excellent communications skills, both written and verbal.
- Bi-lingual Spanish language skills--written and oral within advanced level. Testing required.
- Proficient computer skills and demonstrated experience with office software, financial management systems, email applications, work management software, and centralized irrigation software
- Demonstrated knowledge of landscape construction standards and techniques commensurate with public gardens, higher education, and/or similar institutions.
- Demonstrated experience effectively managing projects, budgets and procurement.
- Demonstrated experience with safety compliance, programs and training.
- Ability to work with little or no supervision or as part of a team in planning, problem solving and organization of work

Equal Opportunity Employer

We are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to age, ancestry, citizenship or immigration status, color, disability, ethnicity, familial status, gender identity and/or expression, genetic information, marital status, national origin, race, religion, sex, sexual orientation, veteran status, or any other protected status.

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