

## **GROUNDS/GARDENER LEAD WORKER**

### **DEFINITION:**

Under general supervision of the Maintenance and Operations Manager, provides leadership, direction, supervises and may participate in the work of the crews of gardeners and other grounds maintenance and repair personnel, in the care and maintenance of landscaped areas and school grounds, including installation and maintenance of sprinkler systems; assumes and performs related work as necessary or required.

### **CLASS CHARACTERISTICS:**

This is a single position class with responsibility of overseeing and ensuring the District=s landscaping and grounds are kept healthy, groomed, and well maintained. The incumbent is expected to work independently in concert with the requirements and general procedures established by the Maintenance and Operations Manager and/or department head.

### **EXAMPLES OF DUTIES:**

Determines crew work priorities and scheduling, based on existing site upkeep schedules, work orders and management direction, conferring with supervision as necessary and appropriate; *E*

Reviews the landscape and grounds condition of the District=s school sites and other properties; *E*

Reviews and provides guidance and direction regarding the work of and working practices of grounds crews and other grounds personnel and ensures compliance with departmental work specifications and schedules; *E*

Designs new or replacement irrigation systems for landscape and grounds and prepares as built drawings and records; *E*

Trains and instructs gardening/grounds/sprinkler personnel in safe, efficient and proper methods, materials and equipment handling, operation and utilization; *E*

Meets with site administrators regarding special or unique scheduling requirements, site conditions, maintenance to be performed, etc.; *E*

Provides input into and assists in the evaluation of grounds department employees; *E*

May participate in work of grounds department employees and assist as necessary or required;

Reviews work orders, keeps records and submits reports as required.

*E denotes an essential function of the job.*

**SUPERVISION:**

Supervision is received from the Maintenance and Operations Manager and/or department head.  
Leadership and direction is provided to Grounds Department employees.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

Methods, materials, tools and equipment used in planting, cultivating and caring for lawns, shrubs, trees, plants and other greenery;  
Sprinkler system design, installation, maintenance and repair;  
Safe, effective and efficient utilization of fertilizers, herbicides, insecticides and pesticides;  
Safe, efficient, effective use of power grounds maintenance equipment;  
Modern principles and practices of effective personnel management;  
Basic understanding of the use of a PC (Personal Computer) including applicable software and E-mail computer applications;  
Mathematics used in calculating areas, flow rates, irrigation requirements, and other grounds specific calculations;  
Standard record keeping and filing system procedures;

**Ability to:**

Plan, organize, prioritize, direct, instruct, coordinate, evaluate, and provide effective leadership to the work of others;  
Perform, and lead others in performing grounds maintenance and gardening work;  
Read blueprints, compose or make changes to As built drawings;  
Safely operate a wide variety of power grounds equipment;  
Read, understand, work from and explain to others information contained in technical manuals and publications;  
Operate a PC (Personal Computer) and utilize applicable software and District E-mail applications;  
Understand and carry out oral and written instructions;  
Develop, maintain, keep a variety of work and work schedule records;  
Develop and maintain effective working relationships.

**EDUCATION AND EXPERIENCE:**

Individuals possessing the foregoing skills, knowledge and abilities are considered to have attained sufficient education to succeed in the position. The basic educational skills are typically acquired in completion of high school. Job specific skills are typically acquired through completion of post-secondary training or experience in ornamental horticulture, landscape design and one to two years of experience in grounds/gardening work. At least two years prior successful work experience in performing a wide variety of grounds keeping and gardening work is required, preferably in a school environment. Prior experience as a lead worker is desirable.

**LICENSES REQUIRED:**

Possession of a valid and appropriate California Driver's License;  
Possession of an appropriate pesticide application certificate of competence.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Stands, walks, occasionally climbs stairs and ladders, maintains balance; stoops, bends, and kneels; repetitively uses fingers on both hands, twists and exerts pressure with wrists and hands; uses both hands and arms simultaneously, and reaches over head; lifts carries pushes objects weighing 50 pounds; communicates clearly and is able to understand normal voice conversation; requires hearing over a broad range of frequencies; requires good depth perception and color vision; visual acuity sufficient to see small details and long distances to safely operate District motorized equipment and drive a vehicle; uses a telephone and computer; works inside and outside; occasionally exposed to chemicals, odors, fumes, dust and gases; works with sharp objects and machinery with moving parts; has direct contact with district staff, contractors and the public; frequently works alone without direct guidance from supervisor, occasionally with tight deadlines; Employment is contingent upon passing a physical examination and back evaluation test.

Revised 5/95

Last Revised 11/14/02

Revisions effective 6/12/08