

LANDSCAPE SPECIALIST



Maintenance and Custodial Services Department

Purpose:

The Landscape Specialist works to provide general grounds and equipment operation to effectively implement strategies to both maintain and beautify our schools and ancillary properties. They assist in maintaining a welcoming, attractive, sanitary, and safe landscape for students, staff, and the public; and minimizes property damage, loss, and liability exposure. This position performs advanced and highly varied landscape maintenance duties at multiple District sites, caring for lawns, shrubs, trees and groundcover.

Reports to: Maintenance Services Supervisor

Indirectly reports to: Maintenance Foreman, Maintenance Leader

Nature & Scope:

The Landscape Specialist is a “hands-on” position that works independently following standardized routines under general supervision. The nature of the work requires adherence to policies, procedures, and regulations. Daily operations consist of driving District vehicles while towing a loaded trailer with mowers and assorted landscaping equipment. Performing the landscape maintenance at various schools and ancillary facilities. The incumbent interfaces and actively engages to solve problem with the Grounds Foreman, Grounds Lead and colleagues. The incumbent interfaces regularly with students, staff, colleagues, and community members during the completion of their daily task. The incumbent does not have supervisory responsibilities, but may provide guidance and direction to other staff, temporary staff or substitute employees.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District’s mission.
2. Ensures proper standards of cleanliness and landscape appearance by being responsible for the following:
 - a. Mowing and edging
 - b. String trimming
 - c. Weeding and bed work
 - d. Pruning of shrubbery and light tree pruning
 - e. Leaf removal using rakes, leaf vacuums
 - f. Blowing/Clearing of hard surfaces
 - g. Transplanting and planting materials
 - h. Assisting with landscape cleanup projects
 - i. Planting and removing dead or damages plants
 - j. Removal of blackberries and poison oak or poison ivy.
3. Reports and repairs vandalism damage.
4. Responds to facility emergencies during and after shift.

5. Performs routine maintenance on mowers such as but not limited to changing mower blades and belts, lubrication, and washing equipment.
6. Routinely uses and operates maintenance equipment and tools safely and in accordance with the training instructions provided. Learns and utilizes new tools and technologies as needed by the District.
7. Attends training courses as required and responds to instructions both on the job and in training classes.
8. Uses a computerized maintenance management system to complete weekly, and seasonal work orders as assigned.
9. Follows the Beaverton School District's Integrated Pest Management Plan (IPM)
10. Reads, understands and applies oral and written instructions from documents and labels.
11. Work independently and effectively as a member of a team.
12. Reports equipment damage, preventative maintenance and repair requirements to the Foreman or Lead to ensure proper working order and appearance.
13. Must demonstrate the ability to help direct and assist the work of others.
14. Travels between District sites as directed.
15. Maintains effective working relationships with team members, school personnel, students, and parents, through professional and courteous behavior and creative problem resolution. Effectively works and communicates with students, parents, and staff from diverse cultures or backgrounds including those who speak limited or no English.
16. Complies with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook*, other Beaverton School District policies and procedures, and all required District and department training.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

1. Must possess high school diploma, or G.E.D.
2. Must possess two years' experience in landscape maintenance work or any combination of experience and training that would provide the applicant with the desired skills, knowledge, and ability to perform the job.
3. Must read, understand, and follow multi-step written and verbal instructions in English.
4. Must be able to perform basic math calculations.
5. Upon hire, must demonstrate understanding of basic health standards to comply with District and State regulations and must demonstrate an understanding of safety practices and procedures.
6. Must demonstrate the ability to follow a set routine at a pace that meets District standards and must demonstrate the ability to meet deadlines and schedules.
7. Must demonstrate flexibility to changing working environments.
8. Must demonstrate the ability to operate groundskeeping equipment and solve problems related to equipment operations.
9. Must be able to operate a truck with attached trailer, or other pull-behind equipment up to 14' in length, and to back up a trailer into small spaces.
10. Must be able to operate small lift equipment, power and hand tools, and must possess the ability to work from ladders.
11. Must be able to operate walk---behind mowers, "Z" mower up to 60", mechanical hard edgers, chainsaws, hedge pruners, pole pruners, blowers, chippers, leaf vacuums, compact utility tractors and other landscape equipment.
12. Must be able to safely operate hand tools, rakes, shovels, hoes, pruners, brooms, string trimmer, saws, blowers, vacuums, hoses, pressure washers.

Additional Requirements Specific to this Position:

1. Must be able to pass a physical exam.
2. Must be able to pass a criminal background check.
3. Must possess a valid Oregon or Washington driver's license.
4. Must possess uncorrected or corrected visual acuity of 20/40 in both eyes.

Working Conditions:

The Landscape Specialist works outdoors in all kinds of weather, and sometimes in the dark. Most of the specialist's work-time involves undertaking activities of a physical nature. Seasonal weather-related activity such as mowing turf in spring and summer, cleaning leaves in the fall, ice and snow removal in the winter require prolonged work time outside.

The incumbent will frequently stand, but will also walk, climb stairs and ladders, sit, push, pull, bend, stoop, kneel, and reach in the normal course of their workday. At times the incumbent will spend prolonged periods of time standing, walking, sitting, pushing, bending, stooping, and kneeling. The incumbent will routinely lift up to 55 lbs., by him/herself and lift more than 55lbs. with assistance.

The work environment frequently includes moderate to loud noise. The work environment includes exposure to fumes, solvents and vibration with most of the equipment. Other potential exposures and hazards include but are not limited to: chemicals, toxins, dirt, playground equipment, communicable diseases, and power/hand-operated equipment and machinery.

Work Year: 12-month

Bargaining Unit: OSEA

FLSA Status: Non-Exempt

Date Approved: February 14, 2019

Date Revised: December 17, 2018

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veteran status, genetic information or disability in any educational programs, activities or employment.

