

Position: Grounds Team Leader	FLSA: Non-exempt
Department: Maintenance & Operations	Salary Grade: 17
Reports to: Director of Maintenance & Operations	

### OVERALL OBJECTIVE AND SUMMARY

Assigns, reviews, and participates with a team of Grounds Specialists in providing grounds, sports field, and landscape maintenance within the District. Performs work requiring the highest skill level such as equipment operation for major projects and irrigation in addition to all other grounds keeping duties.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prioritizes, assigns Grounds Specialists, participates in and reviews the work progress and results of grounds and landscape maintenance services.
- May provide or coordinates training of other grounds workers. Works with Grounds Specialists to improve their skills.
- Establishes grounds activities schedules and methods for providing grounds and landscape maintenance services within the limitations of available staffing and equipment.
- Participates in the preparation and administration of the grounds and landscape maintenance annual plan. Monitors expenditures connected with assigned duties.
- Monitors the preventive and regular maintenance of assigned equipment. Requisitions supplies and equipment. Recommends acquisition of new equipment or disposal of existing equipment.
- Prepares and maintains a variety of records and reports pertaining to work orders, grounds activities schedules, equipment repair, supplies, equipment inventory, and pesticide and herbicide use.
- Prepares estimates and specifications for contracting of landscaping work, concrete, fencing, grading and irrigation. Inspects and monitors work performed by contractors. Develops and modifies landscaping plans.
- Prepares drawings and other diagrams for grounds and landscape projects such as irrigation, beautification, play and athletic fields, etc.
- Prepares estimates for chemical and fertilizer application.
- Maintains tennis court and track surfaces.
- Operates automatic sprinkler systems. Trouble-shoots, repairs and resets timers on sprinkler systems.

- Ensures the safe and proper application of herbicides, pesticides and fertilizer. Operates a variety of hand and power tools commonly used in grounds maintenance work. Operates trucks, tractors, mowers and other grounds maintenance and construction vehicles.
- Performs other duties as assigned that support the overall objective of the position. Performs all of the duties of a Grounds Specialist.

## QUALIFICATIONS

### Knowledge of:

- Garden, landscape and grounds maintenance methods and techniques, including horticulture, turf maintenance, weed and pest control and irrigation systems.
- The rules, regulations or codes governing use of pesticides, fungicides and herbicides including safety considerations.
- Maintenance and repair of grounds and landscaping equipment.
- Sound safety practices for tools, equipment, materials and chemicals used in the line of work.
- Applicable safety and health procedures and regulations.
- Interpersonal skills using tact, patience, and courtesy.

### Ability to:

- Train guide, and perform the same duties as the Grounds Specialists I, II, III engaged in skilled to unskilled tasks.
- Issue and follow written and oral instructions and complete records and reports.
- Project needs and oversee equipment and supply inventories.
- Plan, organize and prioritize work in order to meet maintenance and upkeep schedules.
- Understand interpret and explain department policies and procedures.
- Document work and work productively with others.
- Use and operate hand tools, mechanical equipment and power tools and equipment required for the work in a safe and efficient manner.
- Use construction tools, equipment and vehicles skillfully.
- Plan, prioritize and delegate.
- Lead, train, and assign work duties.
- Communicate to discuss and impart technical information and to carry out routine communications encountered in the position.
- Understand and follow oral and written instructions.
- Maintain harmonious relations with the employees in other departments contacted during routine performance of duties.
- Establish and maintain cooperative and effective working relationships with others.
- Pass a qualifying Employee Entrance Evaluation.

## PHYSICAL ABILITIES

Work is always outdoors, sometimes in extreme weather conditions.

### This position requires:

- The ability to stand, walk, and manipulate (lift, carry, move) light to medium weights of 10 - 50 pounds on a frequent basis, over 50 pounds on an occasional basis.
- The ability to stoop, kneel and crouch on a regular basis.
- Hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate equipment and read technical and safety information.
- The ability to hear and speak to exchange information.

## EDUCATION AND EXPERIENCE

A high school diploma or equivalent is desired. Additional experience may substitute for education. Additional college level courses in horticulture, landscape or a related field is desired. Minimum of four years of experience in gardening, nursery, grounds maintenance with one year of project leadership experience is desired.

## LICENSES AND CERTIFICATES

Requires valid California driver's license.