

CLASSIFIED JOB DESCRIPTION

LEAD GARDENER-GROUNDSKEEPER

JOB SUMMARY:

Under general supervision, performs skilled gardening work and directs the work flow of other less experienced employees in planting, cultivating, and maintaining lawns, plants, shrubs, and landscaped grounds and gardens in parks or landscaped areas; drives motorized equipment and trucks; and does related work as required.

ESSENTIAL JOB FUNCTIONS:

- Performs as a skilled working lead, modeling and assisting others by example.
- Directs/oversees other less experienced employees (i.e., Gardeners, Gardeners-Groundskeepers, weekend crew, and summer employees).
- Coordinates and directs the work flow of probation department crews.
- Provides limited direction of contractors in the absence of the manager.
- Sprays weeds, grass, and trees. Maintains the Integrated Pest Management Program, including assisting in the handling of skunks, gophers, rats, mice, and any other pests within the District.
- Makes minor repairs to power mowers, edgers, and other related equipment; and recommends equipment replacement.
- Inspects and maintains landscape, including lawns, trees, shrubs, and equipment.
- Prepares and fertilizes soil.
- Plants landscape; i.e., lawns, trees, and shrubs.
- Cleans/clears storm drains, washouts, and fallen trees.
- Inspects, designs, and maintains on the areas to be landscaped.
- Oversees District grounds construction projects e.g., retaining walls, planter boxes, etc., but not limited to the above.
- Reviews and assists with work orders throughout the department in the absence of the manager.
- Prepares and requests materials, plants, supplies, and equipment.
- Operates gardening and grounds equipment (hand and power), truck, tractor, trenchers and attachments, and ensures all equipment is maintained in good working order providing equipment with all fluids and lubricants.
- Documents reports, forms, and job orders.
- Acts on trouble calls, complaints, delivery of materials, inspections etc., in the field, in the absence of the manager.
- In the absence of the manager, oversees the workload associated with landscaping construction projects; and communicates with school administrators, supervisors, neighbors, coworkers, vendors, and contractors to help resolve any problems.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Evidence of recent successful experience in groundskeeping, landscape maintenance or landscape construction, including some experience operating power and motorized equipment.
- Ability to operate power sweepers, trucks, tractors, lawn mowers, and edgers; repair and maintain garden tools; follow oral and written directions; and work well with and supervise the activities and efforts of others.
- Knowledge of groundskeeping; watering, spading, and lawn cutting procedures; mechanical aptitude; and must possess organizational skills.

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- High school diploma or GED required.
- A California Class A driver's license will be required within six months of employment. Must have a good driving record. Must be insurable under the District's insurance program, and must maintain insurability.
- A Pest Control Applicator's Certificate will be required within six months of employment.

Classified Salary Schedule: Range 35

BOARD APPROVED: 10-1-1996

REVISION DATES: 7-1-2003

4-19-2005

4-15-2015

7-17-2023

08/09/2023