

LEAD GARDENER

JOB SUMMARY

Under general supervision, plans, coordinates, leads and supervises gardening and grounds maintenance-related work, which includes the use and maintenance of power ground maintenance equipment, and confers with district personnel on gardening, grounds maintenance and beautification-related services.

DISTINGUISHING CHARACTERISTICS

The Lead Gardener classification is distinguished from other classifications in that the incumbent plans, coordinates, leads and supervises gardening and grounds maintenance work, and confers with District personnel on gardening, grounds maintenance and beautification-related services. On the other hand, the Grounds Equipment Operator is responsible for operating and maintaining heavy ground maintenance equipment such as large tractors and riding mowers whereas the Gardener performs more gardening and grounds maintenance work around schools and district-related facilities using smaller grounds maintenance equipment such as mowers, edgers, trimmers, rakes and blowers.

SUPERVISION RECEIVED AND EXERCISED

The job incumbent in this classification reports directly to the Director of Facilities, Maintenance and Operations and/or Supervisor of Maintenance and Operations. The job incumbent in this classification plans, coordinates and leads work activities, and provides functional supervision to gardening and grounds maintenance staff.

EXAMPLES OF DUTIES: Duties may include, but are not limited to, the following:

- Plans, coordinates, assigns, leads, supervises and participates in gardening, grounds maintenance and beautification-related work activities and services;
- Leads the District's gardening team by ensuring the accuracy, completeness and completion of assigned gardening, ground maintenance and beautification-related work activities, projects and services;
- Confers with district personnel on gardening-related services;
- Cuts, mows, trims, prunes, edges and cares for grounds-related areas around and inside school sites, and district facilities (e.g., lawns, fields, planters, flower beds and walls, trees and shrubs) using various gardening and grounds maintenance equipment such as edge trimmers, weed whackers and leaf blowers;
- Plants, cultivates, sprays (e.g., herbicides and insecticides), waters, fertilizes, irrigates, transplants and mulches lawns, fields, flowers, trees and shrubs;
- Fills, levels, rolls, smoothes and prepares ground for planting;
- Rakes, sweeps, picks up and disposes leaves, weeds, branches, litter and other debris as appropriate;
- Controls for weeds and pests (e.g., gophers and rodents) using the District's established guidelines, procedures and safety protocols;
- Conducts playground safety inspections for damaged or weakened playground equipment or surfaces to ensure the safety of students;
- Identifies, maintains, repairs and services various landscapes, power gardening and grounds maintenance equipment and tools, walkways, fences, planters and other fixtures;

- Installs, troubleshoots, repairs, maintains and modifies the District's sprinkler and irrigation systems, which includes underground lines, pipes, pumps, valves, controls, and timing devices as needed;
- Plans, schedules and coordinates the use of various equipment and tools;
- May train other employees in the use of gardening-related equipment, tools and procedures;
- Backfills as a Grounds Equipment Operator or Gardener to perform gardening and grounds maintenance work as needed;
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Education: Graduation from high school or GED is required. Coursework and/or training in landscape design, horticulture, or other related field is desirable.

Experience: Two (2) years of experience in gardening and grounds maintenance work, including experience in operating large power gardening equipment, and one (1) year of experience in leading a gardening crew is required.

Knowledge of:

- Principles, practices, methods, materials, tools and equipment related to gardening, grounds maintenance and beautification-related work such as maintaining, planting, cultivating, pruning and caring for flowers, trees, shrubs, fields and lawns;
- Principles, practices, methods and practices of safely operating, using and maintaining hand and power tools, equipment, materials and chemicals related to gardening and ground maintenance;
- Health and safety regulations and laws related to gardening and ground maintenance services;
- Principles, practices and methods related to sprinkler and irrigation system installation, repairs and maintenance;
- Applicable federal, state, and local laws, District policies, regulations, processes, procedures, protocols and rules;
- Principles, practices, methods and techniques of personnel management, supervision and training;
- Principles, regulations, rules and practices of workplace safety;
- Interpersonal skills using tact, patience and courtesy;
- Practices of excellent customer service;
- Principles, practices and methods of report writing;
- Formal English and word usage;
- Basic arithmetic;
- Applicable computer software applications and programs including Microsoft Office Suite.

Ability to:

- Effectively instruct, train, plan, coordinate, and lead the activities and workload of gardening and grounds maintenance staff;
- Effectively perform heavy physical labor, such as cutting, trimming, mowing edging and maintaining lawns and fields;
- Effectively and safely operate, repair, maintain, inspect, learn and utilize various and heavy ground maintenance equipment such as large tractors, riding mowers, loaders, graders, trenchers and related gardening and grounds maintenance tools and power equipment based on established safety practices and laws and District processes and procedures;
- Safely apply and utilize specialized chemicals to control and eradicate weeds, insects and other pests;

- Learn, understand, explain, analyze, apply, adhere and keep-up-to-date with applicable federal, state, and local laws, regulations, policies, procedures, standards, codes and rules;
- Work independently and effectively with minimal supervision;
- Effectively prioritize, handle and respond to stress and changes at work as well as to competing and/or difficult situations as they arise;
- Effectively exercise discretion and judgment in choosing appropriate courses of action in a timely manner and responds appropriately with tact, patience, courtesy and urgency;
- Exercise discretion and logical judgment in choosing appropriate courses of action;
- Define issues, analyze problems and situations, evaluate alternatives and arrive at sound solutions;
- Effectively build rapport, and establish and maintain cooperative, working relationships with others, including administrators, District personnel and staff;
- Take initiative;
- Effectively work in a team environment;
- Effectively anticipate the needs of customers, and provide excellent customer service;
- Effectively keep relevant stakeholders and others informed and apprised of necessary information;
- Communicate clearly and effectively, both orally and in writing;
- Obtain and maintain required licenses and certificates;
- Interpret diagrams and illustrations;
- Effectively prepare and keep accurate records and reports;
- Perform mathematical calculations with speed and accuracy;
- Operate a variety of office equipment and utilize various computer software applications (e.g., Microsoft) and programs;
- Establish and maintain insurability to drive a District vehicle as part of the District's Pull Notice program;
- Comply with mandatory child abuse reporter training requirements as part of pre-employment and on an annual basis.

License:

- Possession of a valid California Driver's License and insurability to drive a District vehicle as part of the District's Pull Notice program is required.

Special information:

- The safe operation of a District vehicle is required.
- All applicants will be required to submit a recent driving record from the DMV that includes all reportable driving information such as convictions, departmental actions and accidents on a person's driver record. The driving record must be dated less than one month old from the recruitment closing date.

PHYSICAL STANDARDS

The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to perform successfully to enable individuals to perform the essential functions of this specific position.

Work Environment: The incumbent works in an office environment, and outdoor environment that is in and around various school sites throughout the District. The incumbent will be exposed to seasonal heat, cold, and adverse weather conditions when working outdoors, in addition to heat from mechanical equipment. The incumbent frequently works near moving mechanical equipment and is regularly exposed to vibrations from the equipment, and to fumes, dust, odors, pollen, airborne particles and chemicals used in pest

control and weed abatement. The incumbent may also work at heights (e.g., climbing ladders). The incumbent is in direct contact with students, the public and other employees. The incumbent is required to effectively manage constant interruptions and appropriately respond to crisis and emergency situations in a timely manner. Negative interactions resulting from these contacts can result in stressful situations. The incumbent may be exposed to contagion or infection due to the nature of interactions with others. The noise level in the work environment is loud, especially during equipment operation.

Physical Demands: Primary functions of the position require physical ability and mobility to work in an outdoor environment (e.g., in and around school sites) as follows: to regularly stand and walk for extended periods of time; to occasionally twist at the neck and trunk, climb ladders and work from heights, and bend at the waist and stoop, kneel, crouch or crawl; to regularly reach with hands and arms, overhead, above shoulders and horizontally, and use hands to handle objects and tools; to independently and regularly lift, carry, and/or move up to 50 pounds without assistance, and push and pull up to 100 pounds; to see, with or without correction, within normal visual range in addition to possessing specific visual abilities required by this job including close vision, color vision, peripheral vision and depth perception; to hear within normal audio range with or without correct. Regular physical attendance at work is an essential requirement of this job classification. In addition, operation of a District motor vehicle with a valid Class C driver's license and acceptable driving record to maintain insurability and to drive a District vehicle as part of the District's Pull Notice program is required for this position.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals in this job perform additional duties and additional duties may be assigned.

Lead Gardener Personnel Action	Personnel Action Date
Adopted by the Personnel Commission:	06/07/82
Revised by the Personnel Commission:	06/03/85, 6/13/02, 10/14/13
Revisions Approved by the Personnel Commission:	04/29/2019