

SAN YSIDRO SCHOOL DISTRICT

TITLE: Lead Gardener

DEPARTMENT: Maintenance/Operations

FLSA: Non-Exempt

REVISED: January 2020

REPORTS TO: Director of MOTF

CLASSIFICATION: Classified (12 month)

SALARY: Classified Schedule Steps 18-22

Board Approved: February 2020

BASIC FUNCTION: Under the direction of an assigned supervisor, lead and participate in a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped area; train and provide guidance to assigned personnel.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

- Lead and participate in the mowing, edging, trimming, and watering of lawns, fields and other turf grounds; prepare and fertilize soil; water various grounds areas by hand or by operating the irrigation system.
- Plant, cultivate, prune, spray, fertilize and irrigate flowers, trees, grass and shrubs; hoe and pull weeds and rake leaves; edge walkways; sweep litter from walks and driveways.
- Perform general grounds cleanup, including picking up paper, trash and debris on grounds areas, parking lots, playgrounds, athletic fields and other assigned areas.
- Train and provide guidance to assigned personnel; assign staff duties and inspect work of subordinates for completeness and compliance with established standards.
- Operate a variety of power-driven equipment such as tractors, mowers, edgers, blowers, chain saws, hedge trimmers and other equipment used in grounds work; utilize standard gardening hand tools.
- Perform routine work in the preparation, lining, marking and dragging of athletic fields and related areas as assigned.
- Apply pest control methods to eradicate weeds and other pests according to established procedures.
- Maintain grounds maintenance equipment in safe operating condition; perform minor maintenance on equipment such as changing blades, greasing and changing oil.
- Communicate with personnel and outside agencies to exchange information and resolve issues or concerns
- Maintain various records related to assigned activities.
- Move and arrange furniture and equipment as requested.
- Assist with the maintenance and repair of irrigation systems as assigned.
- Perform other duties as assigned.

KNOWLEDGE OF:

- Grounds maintenance procedures including mowing, edging, raking and weeding.
- Methods, equipment and materials used in gardening and grounds keeping work.
- Cultivating, fertilizing, watering and spraying of flowers, trees and shrubs.
- Operation and maintenance of hand and power tools and equipment used in grounds keeping.
- Herbicides and other chemicals used in grounds maintenance.
- Methods and materials used in controlling weeds and other pests.
- Principles of training
- Oral and written communication skills.

- Record-keeping techniques.
- Health and safety regulations.

ABILITIES:

- Lead and participate in a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas.
- Mow, edge, water, weed, fertilize, rake and cultivate lawns, flower beds, athletic fields and other landscaped areas.
- Maintain athletic areas in a safe condition.
- Operate hand and power tools and other equipment used in grounds maintenance.
- Apply specialized chemicals to control and eradicate weeds and other pests.
- Train and provide guidance to assigned personnel.
- Understand and follow oral and written instructions.
- Maintain various records related to work performed.
- Communicate effectively both orally and in writing.
- Work cooperatively with others.
- Observe health and safety regulations.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- Any combination equivalent to: two years grounds maintenance experience.
- Possession of a valid California Motor Vehicle Operator's license.

WORKING CONDITIONS:

- Outdoor work environment.
- Seasonal heat and cold or adverse weather conditions.
- Exposure to fumes, dust, odors, oil, grease and gases.

PHYSICAL REQUIREMENTS:

- Dexterity of hands and fingers to operate grounds maintenance equipment.
- Walking or standing for extended periods of time.
- Seeing to perform gardening and grounds work.
- Lifting, carrying, pushing or pulling heavy objects as assigned by position.
- Sitting to operate tractors, mowers and other machines.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Heavy physical labor.
- Climbing ladders
- Exposure to chemicals used in pest control and weed abatement.
- Working around and with machinery having moving parts.
- Working at heights.