



## LEAD LANDSCAPER/GROUNDS

Classification: Lead Landscaper/Grounds

Location: Maintenance

Reports to: Maintenance & RCM Coordinator

FLSA Status: Non-Exempt

Bargaining Unit: SEIU

This job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs of the district and requirements of the job change.

### **Part I: Position Summary**

Responsible for operating and leading others in using a variety of tools, equipment, and treatments to maintain grounds including planting, cultivating, irrigating, spraying, pruning, and cutting plants, trees, shrubs, grass, and flowers. Responsible for determining the care and treatment necessary to maintain grounds in good condition.

### **Part II: Supervision and Controls over the Work**

Work is performed under the overall supervision of the maintenance & RCM coordinator.

Employee is expected to independently perform assigned work only seeking the assistance of the supervisor in unusual or difficult situations. Employee plans and performs assigned work with minimum disruption of the education learning environment.

### **Part III: Major Duties and Responsibilities**

Duties and responsibilities include but are not limited to:

Lead Responsibilities:

1. Evaluates maintenance and repair workload: schedules work, assigns work of grounds/landscaper workers and helpers, and inspects completed work.
2. Provides training and assistance to grounds keepers and helpers in performing maintenance and repair work.
3. Manages supply inventory to assure timely availability of needed materials. Initiates and processes requisitions in accordance with supervisor and department direction and guidance and district policy. Receives and inventories materials, supplies, and equipment.
4. Participates with the supervisor in the interviewing, screening, and selection of new employees. Provides input for employee evaluations. Works with supervisor to address performance and behavior concerns.
5. Assures knowledge of and adherence to safety procedures. Assists in accident investigation and reporting.
6. Tracks grounds pesticide licenses.

7. Interfaces with regulatory agencies and local community on grounds concerns.
8. Responds to emergencies and inclement weather conditions within and beyond the regular work schedule. Provides leadership and supervision to crew responding to such emergencies and conditions.

Groundskeeper:

9. Cuts lawns including trimming and edging.
10. Prunes shrubs and trees to shape and improve growth.
11. Removes trash, damaged plants, grass, leaves, and branches.
12. Sprays lawns, plants, shrubs, and trees with fertilizer, herbicides, and pesticides.
13. Conditions and prepares soils and transplants or plants seeds, seedlings, or bulbs according to instructions and planned design of the landscaped area.
14. Waters lawns, shrubs, and flowers.
15. Maintains paths and walkways.
16. Performs maintenance and makes minor repairs on power equipment and hand tools.
17. Maintains or assists in maintaining athletic fields including mowing, raking, lining, leveling, repairing, etc.
18. Operates such equipment as tractors, mowers and gang mowers, trimmers, blowers, lime or fertilizer spreaders, sprayers, lawn roller, and snow removal equipment.
19. Operates district vehicles and trucks to transport equipment and materials.
20. Maintains district playground - inspections and repairs

Irrigation:

21. Reviews blueprints and plans prior to installing and repairing irrigation systems.
22. Participates in irrigation installation and minor repair including determination of parts and materials. Reviews blueprints and plans as necessary to guide installation and repair support.
23. Assists in installation, testing, troubleshooting, and repairing backflow pressure valves, irrigation booster pumps, and control devices.
24. Sets, programs, and adjusts computerized, hydraulic, and electronic components to accomplish a planned irrigation schedule.
25. Cleans, adjusts, and repairs irrigation heads, plastic and copper pipes, and devices.
26. Excavates and refills trenches and drainage areas to install and repair irrigation systems.
27. Coordinates with grounds staff to assure appropriate sequencing and scheduling.

Performs other duties as assigned.

**Part IV: Minimum Qualifications**

1. Must have experience working or interacting successfully with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

2. Graduation from high school or equivalent.
3. Three years of experience in grounds and landscaping.
4. Demonstrated ability to organize and provide leadership to an effective team including the ability to organize and prioritize work.
5. Ability to prepare and maintain accurate records and utilize office equipment and technology.
6. Initiative and ability to work with minimal direction; sound judgment and decision making capabilities are essential. Must be willing and able to work as an effective team member.
7. Ability to operate power equipment and hand tools.
8. Knowledge of lawn, tree and shrub care including fertilizers and pesticides, planting, trimming and pruning.
9. Pesticide certification.
10. Must possess a valid Washington State driver's license and a safe driving record and be able and willing to operate district owned vehicles. May be required to possess or obtain a Commercial Driver's License.
11. Knowledge of sports field maintenance and sports field prep.

**Part V: Desired Qualifications**

1. Substantive training and/or experience in care and maintenance of plants, trees, flowers, and shrubs.
2. Training and/or experience in installation and maintenance of irrigation equipment.
3. Bachelor's degree in horticulture studies.
4. Five years of experience in grounds and landscaping.

**Part VI: Physical and Environmental Requirements of the Position**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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While performing the duties of this job, the employee is frequently required to bend, climb, sit, talk, move about, hear and speak. Noise level is high when operating power equipment. Work is generally performed outdoors in all weather conditions. The employee must be able to lift and/or move up to 60 pounds and more than 60 pounds using appropriate equipment.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employee is required to use such safety equipment as is appropriate to the work to prevent injury to self or others. Employee may be exposed to toxic fumes and spills from use of chemicals.