

Job Summary:

Under the supervision of the assigned supervisor, the Lead Grounds and Landscape Specialist schedules, leads and directs grounds staff, oversees and performs a variety of work in the coordination, preparation, repair, and maintenance of school grounds. Designs, installs, maintains and repairs sprinkler irrigation systems. This position operates specialized equipment for grounds upkeep and projects, and demonstrates knowledge and competency in landscape and horticultural techniques, facility maintenance, excavation and construction of special landscaping, horticulture, and public use areas.

Essential Functions:

- Leads and participates in grounds upkeep and grooming of facility grounds by removing weeds, beautifying walkways, stairways, planters, and parking areas. Diagnoses and monitors weed, disease and pest problems in play fields and public areas, taking appropriate measures to mitigate or eliminate the problems.
- Designs or works from specifications and diagrams. Installs new landscaping by cultivating and renovating areas and installing or replacing trees, ornamental plants, shrubs, grounds covers, annuals and bulbs.
- Operates specialized machinery such as trencher, dump truck, etc., to dig, excavate, contour, planter areas and trees.
- Applies biological/organic fertilizers, herbicides, and pesticides to areas, as authorized. Places postings where pesticides are being applied.
- Performs operational checks of grounds keeping equipment that ranges from, but is not limited to, hand and power tools, mechanical labor saving devices, tractors and mowers.
- Maintains work orders and other records such as, but not limited to, equipment parts listings, seed usage, pesticide applications, irrigation repairs and schedules.
- Disposes of product containers per instructions and applicable environmental regulations. Maintains up-to-date knowledge of safe pesticide/herbicide applications and regulations.
- Leads projects for installation, repair, tests, and replacement of landscape irrigation systems by following and interpreting blueprints, sketches or verbal instructions.
- Maintains logs and files pesticide use reports
- Perform other duties as assigned that support the overall objective of the position.

Knowledge and/or Abilities:

- **Skills/Abilities to:**
 - Follow work plan to ensure deadlines are met, and schedules are maintained.
 - Inspect completed work to ensure conformance to specifications, standards, and State licensing requirements.
 - Follow schedule work and remain flexible, depending on work priorities, equipment availability, or weather conditions.
 - Direct or perform mixing or application of fertilizers, insecticides, herbicides, or fungicides.
 - Perform routine maintenance or repair of equipment, such as power tools or motorized equipment.
 - Inventory supplies of tools, equipment, or materials to ensure that sufficient supplies are available and items are in usable condition.
 - Review work assignments to determine service, machine, or workforce requirements for jobs.
 - Plant or maintain vegetation through activities such as mulching, fertilizing, watering, mowing, or pruning.

- Order the performance of corrective work when problems occur and recommend procedural changes to avoid such problems.
- Prepare or maintain required records, such as work activity, inventory and maintenance schedules or personnel reports.
- Identify diseases or pests affecting landscaping and order appropriate treatments.
- Recommend changes in working conditions or equipment use to increase crew efficiency.
- Read and understand Material Safety Data Sheets.
- Communicate effectively in oral and written forms.
- Work without direct supervision; manage time wisely.
- Perform physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling materials.
- Use hands and arms in handling, installing, positioning, and moving materials, and manipulating things.

- **Knowledge of:**
 - Machines and tools, including their designs, uses, repair and maintenance
 - Horticulture, pest control and weed abatement.
 - Methods, materials and equipment used in the care of school grounds.
 - Basic grounds maintenance procedures including mowing, edging, raking and weeding.
 - Safe work procedures in the operation of hand and power tools and equipment.
 - Cultivating, fertilizing, watering and spraying of flowers, trees, shrubs, grass, etc.
 - Herbicides and other chemicals used in grounds maintenance (training provided as necessary).
 - Operation and maintenance of hand and power tools and equipment used in grounds keeping.
 - Methods and materials used in controlling pests, insects, and weeds.
 - Read and understand Material Safety Data Sheets.

Working Conditions and Physical Abilities: Outside with playgrounds and parking lots; Varying weather conditions; occasional lifting carrying, and/or pulling; some climbing and balancing; frequent stooping, kneeling, and/or crawling; 15% sitting, 45% walking, 40% standing.

Education and Experience Required:

- High school graduate or GED
- Experience as a custodian or groundskeeper preferred.

Certificates, Licenses, Clearances Testing and/or Bonding Required:

- Valid California Driver's License and use of personal vehicle.
- Proof of automobile liability insurance.
- Meet and follow TCOE driving standards.

FLSA Status: Non-Exempt

June 2020

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.