

LEAD GROUNDSKEEPER**A. General Statement**

This is skilled manual labor at the lead, working level, involved in scheduling, coordinating and participating in the gardening, landscaping, and maintenance of plants, shrubs, trees, grounds, athletic fields and related equipment for a college district. This position is second in responsibility for the work of grounds crews, and assumes responsibility for grounds operations in the absence of the immediate supervisor. Under general supervision, the position requires a working knowledge of all common assignments related to the planting, cultivation, disease identification and prevention, care and maintenance of large areas of diverse plants, trees, turf, grounds, and irrigation systems and controls. Public contact is extensive and primarily with department staff, but may include vendors and contractors to exchange instructions and other information regarding regular and special projects, purchases, inventory, set-ups, and other assignments. The position requires a broad knowledge of gardening and landscaping, and knowledge of the applicable safety procedures, chemicals, equipment and supplies. A moderate to high degree of independent judgment and creativity is required to plan, schedule and monitor the work of staff, complete given assignments, and resolve minor and some major problems that arise. Consequences of errors in judgment could be costly in employee time, safety and in materials. A Lead Groundskeeper can direct the work of groundskeepers, student assistants and other staff as assigned.

B. Examples of Essential Functions

A Lead Groundskeeper:

1. exchanges information with managers, grounds, and maintenance staff regarding daily and long-range projects (e.g. plans and schedules parking lot maintenance and striping, planting renewal, weed abatement, tree trimming), work assignments and staffing needs; meets with grounds and other staff to give instructions, work assignments and directions; provides input to supervisory staff for employee performance evaluations; attends meetings, workshops and other activities to obtain current information;
2. trains grounds and related staff; assists management staff in development of training and work procedures and information; uses a variety of computer software to program and manage computerized irrigation systems, prepare and maintain work schedules, inventory lists, maintenance schedules, and other documentation and written materials
3. sets-up, reviews and modifies staff work schedules in conjunction with management staff; schedules and modifies work site locations for staff in order to most effectively deploy grounds crew members;
4. leads workers and participates in mowing, edging, trimming, plant disease and pest prevention, chemical spraying, watering, fertilizing, planting, cultivating, pruning and weeding;
5. leads workers, and participates in using common safety techniques, equipment and supplies to assure safe handling of equipment, tools, supplies and chemicals; monitors others, and uses proper safety equipment to perform elevated work; assists in campus evacuations, building lockdowns, flood and spill cleanups, and other emergency preparedness and response actions;
6. inventories grounds and related equipment and supplies, makes recommendations for the purchase or repair of, and/or purchases and repairs, equipment, tools, chemicals and supplies;
7. cultivates, prepares and lines athletic fields for play; paints and repairs benches, recreation equipment, tables and fences, and leads other crew members in completing athletic field assignments;

8. operates and maintains power driven equipment such as lawn mowers, edgers, clippers, rototillers, lifts, and other grounds maintenance equipment as assigned; uses hand tools to work soil and to remove weeds, undergrowth and debris from college grounds and landscaped areas; drive a motor vehicle in the performance of assigned tasks.
9. leads the department chemical spray program and staff to prevent plant disease and control pests; uses a variety of chemicals to exterminate insects, rodents and other pests;
10. coordinates and communicates with chemical spray technician and/or outside vendors for restricted chemical applications;
11. exterior trash collection and disposal; rakes leaves; loads and unloads brush, branches, rubbish and materials; cleans drains, culverts, stream beds, pathways, sidewalks, parking lots and grounds.
12. leads workers and participates in painting exterior horizontal surfaces, such as parking lot striping and curbs, as well as unoccupied structures, such as storage sheds and / or containers, and similar assignments

C. Non-essential Functions

1. Performs other related duties as assigned.

D. Knowledge, Skills and Abilities

Training Guidelines

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| <ol style="list-style-type: none"> 1. Knowledge of general principles of gardening, landscaping and grounds maintenance, including plant identification and basic intercultural gardening techniques, equipment and supplies. | <ol style="list-style-type: none"> 1. Job experience; special training courses. |
| <ol style="list-style-type: none"> 2. Knowledge of safety procedures, equipment and supplies applicable to gardening, landscape and grounds maintenance. | <ol style="list-style-type: none"> 2. Job experience; special training courses. |
| <ol style="list-style-type: none"> 3. Knowledge and skill in installing, maintaining and repairing irrigation systems and controls. | <ol style="list-style-type: none"> 3. Job experience; life experience. |
| <ol style="list-style-type: none"> 4. Skill in reading, comprehending and following oral and written materials, instructions and directions, and blueprints. | <ol style="list-style-type: none"> 4. Basic education courses; special training courses. |
| <ol style="list-style-type: none"> 5. Skill in communicating effectively with people who are diverse in their cultures, language groups and abilities. | <ol style="list-style-type: none"> 5. Job experience; life experience. |
| <ol style="list-style-type: none"> 6. Skill in directing, scheduling and monitoring the work of others. | <ol style="list-style-type: none"> 6. Job experience; life experience. |
| <ol style="list-style-type: none"> 7. Skill in safe operation and handling of tools, equipment and supplies, including driving of a motor vehicle. | <ol style="list-style-type: none"> 7. Job experience; special training courses. |
| <ol style="list-style-type: none"> 8. Skill in using a variety of computer software to prepare and maintain written materials and records, including computerized landscape management systems. | <ol style="list-style-type: none"> 8. Job experience; special courses; job training. |
| <ol style="list-style-type: none"> 9. Skill in working cooperatively as part of a customer service team. | <ol style="list-style-type: none"> 9. Special training courses; job experience; life experience. |

10. Skill in delivering oral and written instructions, reports and directions.

10. Job experience; life experience.

11. Ability to do moderate to heavy physical labor.

11. Job experience; life experience.

E. Physical/Other Requirements

This position requires work outdoors with exposure to climate changes, chemicals, odors and fumes; bending, stooping, kneeling, climbing ladders and stairs; work on elevated platforms; pushing, pulling, moving moderate to heavy objects; visual comparison; reading and comprehending written and oral instructions and directions; attention to detail; flexibility; adaptability; operating electrical and mechanical equipment; good memory; standing for long periods; walking; interacting with individuals and small groups; and driving a motor vehicle, in order to perform the essential functions.

F. Education and Experience

This position requires a combination of training and experience equivalent to successful gardening and landscaping experience of increasing responsibility that has included demonstrated skill in the use of safety procedures, equipment and supplies, including applicable chemicals; demonstrated working knowledge of plant disease identification and prevention and pest control; directing the work of others; operation of common mechanical and electrical equipment related to gardening, landscaping and grounds maintenance; demonstrated skill in following oral and written instructions, and attention to detail; or, an acceptable equivalent combination of training and experience. Possession of a valid California Drivers' License and the ability to safely drive a motor vehicle is required.

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