

LEAD GROUNDSKEEPER/GARDENER

DEFINITION

Under general supervision, serves as a lead worker and assumes significant responsibilities for the general maintenance, repair, construction, and inspections of landscaping and trees, irrigations systems, pathways, and sports fields. Supervises, organizes, trains, and provides direction to assigned personnel and performs a variety of skilled tasks related to the maintenance, repair and construction of landscaping, irrigations systems, and pathways, and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the Groundskeeper/Gardener I/II classification series by the performance of more skilled and complex maintenance and repair tasks, and the requirement to oversee, lead and train subordinate employees. Incumbents may also perform all the duties customarily performed by a Groundskeeper/Gardener I/II.

EXAMPLES OF DUTIES

Leads and performs complex skilled landscape and irrigation maintenance and repair duties. Maintains sports fields, landscape areas, roadway medians, irrigation systems, and related facilities. Picks up litter around parks, roadway medians, and City facilities. Water, mow, weed, trim, renovate, and fertilize lawns; prunes trees and shrubs; plants and propagates trees, flowers, and shrubs. Applies herbicides, fungicides, and pesticides safely; maintains record of fertilizers and chemicals used. Installs and maintains irrigations systems.

Prepares the detailed planning, scheduling and organization of the work of assigned personnel; oversees work of assigned crews to verify that work is done properly and expeditiously; confers with supervisor on significant deviations; prepares cost estimates as required; may assist in the preparation of annual budgets, including capital improvements; assists in projecting personnel, equipment, and material needs; opens and completes work orders; maintains records concerning installations, repairs, and the condition of the landscaped areas or site of assigned work; makes recommendations for improvements, additions, alterations and repairs and may inspect work performed by outside contractors; assists in preparing employee performance evaluations, conducts effective training on equipment operation, care, cleaning and maintenance; and general safety and work site safety; advises on safety precautions and instructs personnel in the

**JOB SPECIFICATION
LEAD GROUNDSKEEPER GARDENER (PAGE 2)**

technical aspects of work performed; responds to inquiries and complaints pertaining to the work of the Parks Maintenance Section as directed; other related duties as assigned.

Operates hand and power tools, mowers, tractors, trenchers, and equipment common to landscape maintenance work; performs routine maintenance of such equipment. Reads and interprets construction plans and specifications and prepare cost estimates; meets with and oversees assigned personnel, contractors and vendors.

MINIMUM QUALIFICATIONS

Knowledge of: Practical aspects of supervisory principles and practices including effectively maintaining a work environment that is free of discrimination and harassment; elements of work scheduling; labor and material cost estimating for landscape, irrigation, and sports field renovation projects; basic recordkeeping and budget procedures; standard safety procedures, including working practices and safety orders of the California Division of Industrial Safety pertinent to landscape, irrigation, and sports field construction, maintenance, and repair; methods, tools, materials, and types and functions of equipment used; provisions of the California Vehicle Code as it applies to the loading and operation of motor vehicles; applicable Federal, State and local laws, codes and regulations.

Ability to: Supervise, schedule, train, and direct the work of assigned personnel; follow oral and written directions; prepare clear and accurate reports; prepare and maintain accurate records; read and interpret plans and specifications; be available in an emergency for night and weekend work; operate and maintain all types of specialized equipment used in the maintenance of landscaping, irrigation, and sports fields; perform skilled and semi-skilled tasks; organize and direct parks maintenance projects; analyze situations effectively and develop appropriate solutions to correct problem areas, communicate in a professional manner with various personnel, including personnel from other City Departments, city residents, engineering consultants and industry representatives, communicate clearly and concisely with contacts both verbally and in writing, as needed, to perform one's assignments, interact positively and cooperatively with co-workers, respond politely to customers, work as a team member, function under demanding time pressures, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Experience: Three (3) years of increasingly responsible experience in performing skilled work in the maintenance, repair, and/or construction of landscaping, irrigation, and sports fields and related structures.

Education: Graduation from high school or equivalent. Associate of Arts Degree or higher in related field highly desirable.

Physical Requirements: Moderate and sometimes strenuous exertion required, including sustained walking, standing, bending, kneeling, crawling, climbing, and lifting.

JOB SPECIFICATION
LEAD GROUNDSKEEPER GARDENER (PAGE 3)

Works in adverse weather conditions from time to time. Exposure to dirt, noise, uneven surfaces, and/or extreme heat or cold when in the field and may be required to sit for long periods using a computer and electronic equipment.

License: Possession of a valid Class "C" California Driver's License (including acceptable driving record).

Certification: Possession of a Qualified Applicator's Certificate issued by the State of California and be qualified for spraying in categories (B) Landscape Maintenance and (C) Rights-of-Ways, or the ability to obtain one within 12 months.

R: 6/2024