

GROUNDS MAINTENANCE LEAD WORKER

Definition:

Under general supervision, performs both skilled and general duties involved in the maintenance and beautification of grounds and other landscaped areas; leads a small or medium size crew involved in the maintenance and beautification of grounds/landscaped areas; and performs related work as required.

Essential Duties and Responsibilities:

The essential duties and responsibilities of the class include the following:

Directs and participates in grounds maintenance activities including planting and caring for shrubs, grasses, flowers and other decorative plants and watering, fertilizing, weeding and mowing of lawns.

Leads members of a small to medium size crew involved in gardening and grounds maintenance activities.

Monitors the design and installation of automated and manual irrigation systems and maintains pipe lines in sprinkler systems.

Monitors chemical and manual weed abatement projects.

Directs and participates in the marking, maintenance and cleaning of athletic fields.

Makes minor repairs and adjustments to grounds maintenance equipment.

Trains and schedules assigned employees and reviews time cards.

Observes and enforces safety precautions.

Operates a variety of hand and power tools.

Physically inspects work performed.

Cleans and maintains tools and equipment.

Lifts and/or moves heavy objects.

Records data, maintains records and completes reports.

Reports equipment repair needs to supervisor.

Operates a personal computer to input data and prepare reports.

Drives a vehicle on City business.

Selects and requisitions shrubs, grasses, plants, flowers, other decorative plants and gardening supplies.

May respond to inquiries from the public.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

May assist with hazardous waste clean up and disposal.

Class Characteristics:

The Grounds Maintenance Lead Worker is a multi-incumbent class within the Maintenance Services Department. Incumbents perform a variety of general, skilled and specialized tasks and lead a small to medium sized crew. Grounds Maintenance Lead Workers exercise a substantial degree of responsibility and independent judgment, perform duties with a minimum of direction/supervision and are expected to solve work related problems independently.

Contacts and Relationships:

Grounds Maintenance Lead Workers have substantial contact with public and establish and maintain contact with other Maintenance Services Department staff.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Safety precautions and practices necessary when working with hand and power equipment applicable to the area assigned.

Materials, tools and methods used in the area to which assigned and related equipment.

Basic crew leadership/directional techniques.

Basic math.

Methods of propagating, cultivating, pruning, and caring for plants, flowers, shrubs, trees and lawns.

Methods of preparing soils for planting and varieties of fertilizers and their proper usage.

Knowledge of irrigation system installation and design.

Knowledge of plant diseases and pests common to the area and the methods used in their eradication and control.

Ability to:

Train and direct a crew performing landscape maintenance and beautification tasks.

Operate job related equipment and lift and carry heavy objects safely.

Demonstrate safe work procedures and equipment operation.

Understand and carry out oral and written directions independently.

Communicate effectively orally and in writing.

Read and write at the level required for successful job performance.

Learn to use a computer and applicable software.

Establish and maintain effective relationships with those contacted in the course of work.

Exercise independent judgment.

Write basic reports, record data and transfer data from one form to another.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Graduation from high school.

AND

Experience:

Three years of responsible experience as a Senior Maintenance Worker or in a similar position performing gardening and grounds maintenance work.

Physical Tasks and Working Conditions Include the Following:

Work is performed primarily outdoors with full exposure to the elements. Incumbents perform physical labor requiring physical strength and endurance. Incumbents drive a vehicle on City business, may work under damp conditions and crouch, sit, stand, walk on slippery and/or uneven surfaces, bend, crawl, kneel, pull, reach, push, twist, climb ladders and sloping surfaces and grasp, drag, lift and carry items weighing 75 pounds or less. Incumbents may work above shoulder level with power and/or hand tools weighing 25 pounds or less and may be exposed to

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chemicals, solvents, dust, grease/oil, fumes, electrical and mechanical hazards, vehicular traffic, vibration and noise. Incumbents must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

Special Requirements:

Valid and appropriate California driver's license and acceptable driving record at time of appointment and throughout employment in this position.

Certain positions or assignments may require the possession of or the ability to acquire a specialized motor vehicle operator's license.

Certain positions or assignments may require shift work and are subject to overtime and emergency call back.

Possession of or ability to obtain a Qualified Applicator Certificate issued by the State of California within the first 6 months of employment in the position.

Other:

Possession of or ability to obtain an Arborist Certificate issued by the International Society of Arboriculture is desirable.

Possession of or ability to obtain a Back Flow Certificate issued by the County of Orange is desirable.

Fair Labor Standards Act Designation: Non-exempt.

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