



Job Description

Title: Lead Parks/Landscape Worker	FLSA Status: Non-Exempt	Created:
Supervisor: Public Works Director	Supervises: N/A	Revised:
Job Family: Public Works	Bargaining Unit: Public Works	Approved:

JOB SUMMARY:

Under the direction of the Public Works Director, lead a work crew and participate in performing a variety of grounds maintenance and gardening duties in the beautification of assigned City grounds and landscaped areas such as parks, athletic fields and roadsides; train and provide work direction and guidance to assigned staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Lead a crew in performing a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas within the City of Livingston; coordinate response to grounds maintenance requests and work orders; inspect completed work for accuracy and compliance with instructions and established standards.
- Train and provide work direction and guidance to assigned personnel; assign daily duties to grounds maintenance staff; provide input for employee hiring and evaluations as requested.
- Oversee and participate in the mowing, edging, trimming, aerating and watering of assigned areas such as lawns, fields and other turf grounds; prepare and fertilize soil; clean hardscape including meandering paths, concrete pathways and areas; prune, trim shrubs, and remove branches water various grounds areas by hand or by operating the irrigation system.
- Remove graffiti; clean storm basins; monitor flood control drains for cleanup; pressure wash City building patios.
- Plant, cultivate, prune, spray, fertilize, remove and irrigate flowers, trees, grass and shrubs; grind and remove tree stumps as necessary; hoe and pull weeds and rake leaves; edge walkways; sweep litter from walks and driveways.
- Perform general grounds cleanup, including picking up paper and trash on grounds areas, parking lots, playgrounds, athletic fields, walkways and other assigned areas; empty trash receptacles as assigned.
- Operate a variety of power-driven equipment such as tractors, mowers, lift trucks, edgers, blowers, power pressure sprayers, tillers, chainsaws, grinders, aerators and other equipment used in grounds maintenance work; utilize standard gardening hand tools; drive a vehicle to conduct work.
- Oversee and participate in the utilization of appropriate pest control methods to eradicate weeds, gophers and other pests according to established procedures; trap and dispose of rodents as necessary.
- Repair and replace irrigation systems and related components; install backflow and mainline systems.
- Maintain grounds maintenance equipment in safe operating condition; perform minor maintenance on equipment such as changing blades.
- Maintain and repair of park facilities and playground equipment as assigned; inspect for vandalism.
- Communicate with vendors, personnel and various other cities and agencies to exchange information, coordinate activities and resolve issues of maintenance, repairs, safety and other grounds keeping related issues.
- Monitor inventory levels of grounds maintenance supplies and equipment; order, receive and maintain inventory of supplies and equipment.
- Maintain records and prepare reports related to inventory, personnel and assigned activities.

OTHER DUTIES:

- Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Grounds maintenance procedures including mowing, edging, raking and weeding.
- Methods, equipment and materials used in gardening and grounds keeping work.
- Cultivating, fertilizing, watering and spraying of flowers, trees and shrubs.
- Operation and maintenance of hand and power tools and equipment used in grounds keeping.
- Herbicides and other chemicals used in grounds maintenance.
- Methods and materials used in controlling weeds and other pests.
- Principles of training and providing work direction.
- Record-keeping and report preparation techniques.
- Health and safety regulations.
- Proper lifting techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Lead a crew in performing a variety of grounds maintenance and gardening duties in the beautification of assigned City of Livingston grounds and landscaped areas including parks, athletic fields and roadsides.
- Oversee and participate in the mowing, edging, watering, weeding, fertilization, raking and cultivation of lawns, flower beds, fields and other landscaped areas.
- Train and provide work direction to assigned staff.
- Maintain athletic areas in a safe condition.
- Estimate and order required grounds maintenance supplies and equipment.
- Understand and follow oral and written instructions.
- Maintain records and prepare reports.
- Observe health and safety regulations.
- Perform heavy physical labor.
- Plan and organize work.
- Meet schedules and time lines.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Graduation from high school or equivalent GED.
- Three years increasingly responsible grounds maintenance experience.

Licenses, Certifications and other Requirements:

- Valid California Class C driver's license.
- Valid pesticide application licensure may be required within a designated probationary period.

WORKING CONDITIONS:

Work Environment:

- Outdoor work environment.
- Seasonal heat and cold or adverse weather conditions.
- Exposure to fumes, dust, odors, oil/grease, gases.
- Driving a vehicle to conduct work.

Physical Demands:

- Dexterity of hands and fingers to operate heavy equipment.
- Bending at the waist, kneeling, stooping or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Lifting, carrying, pushing and pulling heavy objects as assigned by the position.
- Seeing to operate equipment and read a variety of materials.
- Reaching overhead, above the shoulders and horizontally.
- Sitting or standing for extended periods of time.
- Climbing ladders.
- Heavy physical labor.

Hazards:

- Subject to noise and fumes from equipment operation.
- Working around and with machinery having moving parts.
- Working at heights.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.