

## LANDSCAPE MAINTENANCE WORKER I LANDSCAPE MAINTENANCE WORKER II

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

### **SUMMARY DESCRIPTION**

Under supervision (Landscape Maintenance Worker I) or general supervision (Landscape Maintenance Worker II), performs a variety of landscape and maintenance work in medians, right-of-ways, open spaces, trails, channel systems, and other landscaped areas; performs tree maintenance and removal work including pruning; performs weed abatement; picks up litter, garbage, and debris from assigned areas; installs, repairs, and maintains irrigation systems for landscaped areas; and maintains and operates a variety of hand and power tools and equipment.

### **DISTINGUISHING CHARACTERISTICS**

**Landscape Maintenance Worker I** – This is the entry level class in the Landscape Maintenance Worker series performing routine and less complex landscape maintenance duties while learning City policies and procedures. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Landscape Maintenance Worker II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is acquired, the employee performs with increasing independence and responsibility. Advancement to the “II” level is based on demonstrated proficiency in performing the full range of assigned duties, possession of required licenses and/or certifications, and is at the discretion of higher level supervisory or management staff.

**Landscape Maintenance Worker II** – This is the full journey level class within the Landscape Maintenance Worker series. Employees within this class are distinguished from the Landscape Maintenance Worker I by the performance of the full range of duties as assigned including the more complex operation and maintenance duties, operating a variety of equipment, and providing training to less experienced Landscape Maintenance Workers. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed only on completion and for overall results. Positions in this class are flexibly staffed and are generally filled by advancement from the Landscape Maintenance Worker I level, or when filled from the outside, require prior experience. Advancement to the “II” level is based on management judgment and/or license/certification or testing that validates the performance of the full range of job duties.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Perform various grounds maintenance functions; mows, trims, edges, fertilizes, aerates, and waters lawns, medians, and other City easement areas; weed, prune, mulch, feed, fertilize, and irrigate plants, shrubs, trees, and ground-cover.
2. Prepare soil for planting; seed and re-sod lawn areas; plant, stake, tie, and fertilize a variety of trees; transplant seedlings, shrubs, and trees as necessary.

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3. Perform grounds maintenance chemical application duties; spray pesticides and herbicides; ensure proper application of all materials; ensure equipment is operating properly; perform all duties in compliance with City and mandated health and safety rules and regulations.
4. Maintain, trim, prune, and remove trees; after proper training, operate hydraulic lift bucket as necessary in order to remove dead, broken, or superfluous branches or tops of trees; clear limbs and brush from signs, street lights; remove stumps; chip brush; renovate tree wells; remove rotted tree areas by chiseling; cut and remove roots; remove diseased, standing, or fallen trees.
5. Perform a variety of semi-skilled and skilled work in the installation, repair, and maintenance of irrigation systems for landscaped areas, including valves and electronic timing devices; adjust, repair, and replace timing mechanisms; inspect and service irrigation systems to ensure proper operation; dig trenches and ditches; plan and sketch the layout of new sprinkler systems; perform semi-skilled electrical maintenance and repairs.
6. Clean and maintain landscaped areas, athletic fields, tennis courts, paved areas, paths, walkways, playgrounds, and stairways; pick up litter, garbage, and debris from landscaped areas; trap and dispose of rodents as necessary; remove graffiti from City-owned structures and facilities.
7. Clean and maintain storm drains, drainage ditches, creeks, and culverts including removing debris and trash.
8. Conduct traffic control when working in traffic areas of the City; install street barricades and cones prior to the performance of maintenance or repair activities; direct and control traffic around work sites.
9. Operate a variety of hand and power tools, such as hand mowers, edgers, blowers, hedge trimmers, long-handled clippers and similar tools, weed eaters, chain saws, rakes, shovels, hoes, brooms, and other maintenance tools.
10. Operate a variety of light duty motorized equipment in the maintenance of landscaped areas; drive pickup trucks, boom trucks and other motorized vehicles and equipment; load and unload trucks of refuse, trimmings, sand, rock, and other material.
11. Perform preventative maintenance to vehicles, equipment, and tools and make minor adjustments and repairs; report the need for major repairs and maintenance.
12. Inspect assigned areas; respond to emergencies and public calls as necessary; correct or report safety hazards.
13. Respond to public inquiries and request in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
14. Prepare and maintain a variety of records and reports related to work performed.
15. Estimate and secure parts and materials required to complete assignments; order parts and supplies as necessary.
16. Read maps and interpret plans, specifications, and maintenance manuals.
17. Observe safe work methods and safety precautions related to all work sites.

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18. Train and direct the work of others as necessary.

19. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operations, services, and activities of a landscape maintenance program.
- Methods and techniques of planting, transplanting, cultivating, pruning, and maintaining a variety of lawns, ground covers, plants, shrubs, hedges, and trees.
- Soil preparation and enrichment principles and techniques.
- Principles and practices of arboriculture, including species identification, planting, pruning, and maintenance methods and pesticide application.
- Rigging practices pertaining to the work.
- Methods and equipment used in weed, pest and insect control and treating plant diseases.
- Principles and practices used in the installation, maintenance and repair of irrigation systems.
- Operation and maintenance of a wide variety of commonly used hand and power landscaping tools and equipment.
- Practices and procedures of traffic control including proper placement of cones, barricades and warning devices.
- Shop mathematics.
- Basic principles and practices of record keeping.
- Occupational hazards and standard safety practices.
- Pertinent federal, state, and local codes, laws, and regulations.

**Ability to:**

- Perform a variety of landscape and maintenance work in medians, right-of-ways, open spaces, trails, channel systems, and other landscaped areas.
- Learn and perform tree planting, transplanting, pruning, trimming, and removal.
- Recognize common plants, plant diseases and insect pests.
- Use and operate vehicles and equipment, hand tools, and power tools and equipment required for the work in a safe and efficient manner.
- Perform a variety of tasks and heavy manual labor for extended periods of time and in unfavorable weather conditions.
- Ensure adherence to safe work practices and procedures including safety around work areas in high traffic.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Set up a safe work site including cones, signs and directing traffic.
- Minimize public and employee safety hazards by conforming to required codes.
- Read maps and interpret plans, specifications, and maintenance manuals.
- Successfully operate various software programs as required using computers or other types of hand held devices.
- Work with the GIS mapping system and input finished work orders into the maintenance management system.
- Maintain records including time, material, and equipment use records.
- Exercise independent judgment and initiative without close supervision.
- Assign work as related to the Work Alternative Program.
- Understand and follow oral and written instructions.

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including the ability to interact effectively and courteously with the public, coworkers, and vendors.

**Education and Experience Guidelines**

**Landscape Maintenance Worker I**

**Education/Training:**

Equivalent to the completion of the twelfth grade.

**Experience:**

Six months of landscape maintenance work experience.

**License or Certificate:**

Possession of, an appropriate, valid driver's license.

**Landscape Maintenance Worker II**

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized training in landscape maintenance.

**Experience:**

Two years of landscape maintenance experience comparable to a Landscape Maintenance Worker I with the City of Antioch. Employees must demonstrate proficiency on a variety of skills/tasks to the satisfaction of the Division Manager prior to a recommendation being made to flex to the Worker II classification.

**License or Certificate:**

Possession of, an appropriate, valid driver's license.

Possession of a Category B Pesticide Applicator's license is desirable.

Possession of a Traffic Control certification is desirable.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in an outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

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**LANDSCAPE MAINTENANCE WORKER I/II (CONTINUED)**

FLSA: Non-Exempt

Created: August 1988

Revised: February 2006; April 2014

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.