

## LEAD LANDSCAPE MAINTENANCE WORKER

*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 direction, leads, oversees, reviews, and participates in the more complex and difficult work of crews engaged in overall care and maintenance of City landscapes, medians, right-of-ways, open space, trails, channel systems, and other landscaped areas; leads and participates in a variety of landscape maintenance, tree maintenance, and weed abatement work; leads and participates in the installation, repair, and maintenance of irrigation systems for landscaped areas; ensures work quality and adherence to established policies and procedures; and performs a variety of technical tasks relative to assigned areas of responsibility.

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level class in the Landscape Maintenance Worker series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including providing lead supervision to assigned staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility. This class is distinguished from the Landscape Supervisor in that the Landscape Supervisor is the first-line supervisory level.

### **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. Lead, plan, train, and review the work of staff responsible for the care and maintenance of City landscapes, medians, open space, trails, and other landscaped areas; discuss work to be performed with supervisors; plan and implement crew assignments; assist maintenance staff in troubleshooting and performing the more complex maintenance and repair activities.
2. Train assigned employees in their areas of work including landscape maintenance methods, procedures, and techniques.
3. Supervise the use, care, and operation of landscape equipment including trucks, power tools, and equipment.
4. Request and organize informal bids from vendors.
5. Work within a budget; code invoices to proper accounts for payment; verify completed work and recommend payment.
6. Verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensure adherence to safe work practices and procedures.
7. Inspect and monitor the landscape maintenance and construction work being performed through contracts with private landscaping firms; ensure work is performed in accordance with contractual agreements and City standards.

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8. Inspect, maintain, and repair playground equipment and structures.
9. Plan and design irrigation systems; oversee and participate 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.
10. Oversee and participate in performing various grounds maintenance functions; mow, trim, edge, fertilize, aerate, and water lawns, medians, and other City easement areas; weed, prune, mulch, feed, fertilize, and irrigate plants, shrubs, trees, and ground-cover.
11. Oversee and participate in preparing 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.
12. Oversee and participate in performing 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.
13. Oversee and participate in maintaining, trimming, pruning, and removing trees; 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, and electric lines; remove stumps; chip brush; renovate tree wells; remove rotted tree areas by chiseling; cut and remove roots; remove diseased, standing, or fallen trees.
14. Oversee and participate in cleaning and maintaining 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.
15. Oversee and participate in cleaning and maintaining storm drains, drainage ditches, creeks, and culverts including removing debris and trash; implement regulatory mandates from environmental agencies and assure compliance with all regulatory permits related to the clean water program.
16. 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.
17. 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.
18. Operate a variety of light duty motorized equipment in the maintenance of medians, right-of-ways, open spaces, trails, channel systems, and other 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.
19. Perform preventative maintenance to vehicles, equipment, and tools and make minor adjustments and repairs; report the need for major repairs and maintenance.

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20. Inspect assigned areas; respond to emergencies and public calls as necessary; correct or report safety hazards.
21. 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.
22. Prepare and maintain a variety of records and reports related to work performed.
23. Read maps and interpret plans, specifications, and maintenance manuals; prepare as-built sketches as necessary.
24. Coordinate work assignments with other divisions; work with the Geographic Information Systems (GIS) Coordinator as necessary.
25. Estimate time, materials, and equipment required for jobs assigned; requisition materials as required.
26. Perform special projects as assigned.
27. 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.
- Principles of lead supervision and training.
- Advanced 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.
- Advanced methods and equipment used in weed, pest and insect control and treating plant diseases.
- Advanced 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 office procedures, methods, and equipment including computers and applicable software applications.
- Principles and practices of record keeping.
- Occupational hazards and standard safety practices.
- Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

- Lead, organize, and review the work of staff.

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- Instruct and direct proper work methods.
- Identify and implement effective courses of action to complete assigned work.
- Interpret, explain, and enforce department policies and procedures.
- Provide input on employee performance.
- Oversee and perform a variety of landscape and maintenance work in medians, right-of-ways, open spaces, trails, channel systems, and other landscaped areas.
- Oversee and perform tree planting, transplanting, pruning, trimming, and removal.
- Use and operate vehicles and equipment, hand tools, and power tools and equipment required for the work in a safe and efficient manner.
- Recognize common plants, plant diseases and insect pests.
- Perform a variety of tasks and heavy manual labor for extended periods of time and in unfavorable weather conditions.
- Estimate material and labor needs for maintenance projects.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Read and interpret plans, maps, specifications, manuals, drawings, and blueprints.
- Ensure adherence to safe work practices and procedures including safety around work areas in high traffic.
- Set up a safe work site including cones, signs and directing traffic
- Minimize public and employee safety hazards by conforming to required codes.
- Successfully operate various software programs as required using computers or other types of hand held devices.
- Prepare and maintain records including time, material, and equipment use records.
- Work with the GIS mapping system and input finished work orders into the maintenance management system.
- Exercise independent judgment and initiative without close supervision.
- 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**

**Education/Training:**

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

**Experience:**

Two years of journey level experience in landscape maintenance work comparable to a Landscape Maintenance Worker II with the City of Antioch.

**License or Certificate:**

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

Possession of a Category B and C Pesticide Applicator's Certificate.

Possession of a Traffic Control Certificate.

Possession of CPR/First Aid Certificate is desirable.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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*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.

FLSA: Non-Exempt

Created: August 1988

Revised: January 2004; May 2005; 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.