



Manhattan Beach
Unified School District

Landscape Crew Leader

Department/Division:	Maintenance and Operations
Reports To:	Director of Maintenance and Operations
Provides Direction To:	NA
FLSA Exemption Status:	Classified Bargaining Unit
Date Prepared:	June 16, 2014
Date Approved by Personnel Commission:	September 2, 2014
Date Adopted by Board:	September 17, 2014
Salary Range:	Range 23

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

DEFINITION

Under general supervision of the Director of Maintenance and Operations and/or assigned supervisor(s), leads and participates with a small team of Landscape Operation Technicians in the preparation and maintenance of grounds and athletic fields; maintenance and repair of sprinkler irrigation systems; the construction of special landscaping or public use areas; performing skilled operation of powered grounds equipment, including large riding mowers, tractors, and trailers, and performing related work as assigned. General direction, supervision, and evaluation are provided by an assigned Maintenance and Operations administrator.

DISTINGUISHING CHARACTERISTICS

The Landscape Crew Leader is the third and senior-level in a landscape career path. In addition to demonstrating the competencies and abilities required of the position, the Landscape Crew Leader must demonstrate the ability to lead, guide, train, monitor, and motivate a small team of Landscape Operations Technicians. Incumbents are expected to travel to work sites and to perform and guide scheduled work without constant supervision. The Landscape Crew Leader must work cooperatively and productively with a diverse population of internal and external customers.

ESSENTIAL DUTIES AND REPSONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Communicates on a daily basis with the Director of Maintenance and Operations, and/or other Maintenance and Operations supervisors.
- Assigns daily work to crew members.

- Assign work orders verbally and/or in writing to Landscape Operations Technicians.
- Assigns, trains, instructs, and monitors the work of the Landscape Operations Technicians.
- Demonstrates safe work procedures.
- Inspects grounds for maintenance quality and repair needs; prepares inspection reports.
- Organizes, coordinates and leads the work of a Landscape Operations Technician team having a multi-site schedule or dedicated project (e.g. planting, heavy trimming, bush cutting).
- Operates a variety of power-driven maintenance equipment including, but not limited to, large power mowers, sweepers, drop spreaders, tractors, aerators and use of paint striping machines.
- Installs and designs new landscaping by cultivating and renovating areas and installing or replacing turf, trees, ornamental plants, shrubs, ground covers, annuals, and bulbs.
- Stakes, prunes, thins, and transplants turf, trees, ornamental plants, shrubs, ground covers, annuals, and bulbs.
- Selects plants, prunes and trims trees, ornamental plants, shrubs, and ground covers to accomplish landscaping objectives. Serves as a resource on landscape and horticultural matters.
- Prepares and upkeeps special land uses such as athletic and general purpose fields, and pedestrian use areas. Operates equipment such as, but not limited to tractors, mowers, and an array of common power tools.
- Mows large school campus areas using mowers. Mows, grooms, contours, paints, and lines athletic and public use play fields to comply with required dimensions.
- Removes weeds, rakes, and removes trash and debris from walkways, culverts, stairways, roadways, planters, and parking. Mows, grooms and replants lawn areas. Fertilizes turf and various landscaped areas. Maintains in-ground drains and culverts.
- Designs new irrigation systems, draws plans, prepares materials list, purchases approved equipment and materials; serves as a District liaison and resource for water/irrigation inquiries.
- Installs, inspects, maintains and repairs water sprinkler and irrigation systems, water piping, electronic and hydraulic valves, and controllers. Installs, adjusts, maintains and repairs electronic timers.
- Applies fertilizers and herbicides to areas. Places postings where herbicides are being applied. Disposes of product containers per instructions and applicable environmental regulations.

- Maintains work order records, lists, equipment service/repair logs, seed usage logs, irrigation repair logs, and records of supplies used on athletic fields; orders supplies from vendors; receives and distributes supplies.
- Maintains current Material Safety Data Sheets (MSDS) for potentially hazardous materials.
- Performs daily vehicle inspection.
- Visits school sites and administration center to motivate Landscape Operations Worker and Landscape Operations Technicians to ensure proper performance of assigned work.
- Performs simple record keeping of paperwork as needed.
- Communicates with site administrators and team members to plan and schedule work and improve services.
- Performs the full range of duties of the Landscape Operations Technician class.
- Performs related work as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of leadership, training and providing work direction
- Operation, use, and maintenance of a full range of grounds maintenance equipment, including powered grounds equipment, tractors, and attachments
- Turf management and maintenance practices and techniques including those for athletic fields
- Local/regional horticulture and methods of planting, cultivation, pruning, and caring for plants, trees, and lawns
- Sprinkler and irrigation system design installation, operation and maintenance
- Basic knowledge of and skill at reading landscape drawings and specifications
- Proper and safe application of fertilizers and herbicides
- Safe lifting techniques
- Health and safety regulations
- Record keeping techniques
- Techniques for safe handling, storage, and disposal of hazardous materials.
- Proper and safe application of fertilizers and herbicides
- Math skills to calculate distances, proportions, and sums
- Sufficient reading and writing ability in English to read work and safety instructions
- Interpersonal skills using tact, patience and courtesy

Ability to:

- Perform all essential duties of the position
- Give general work training and guidance to Landscape Operations Technicians
- Assign and review the work of others; prioritize and schedule work; meet schedules and timelines

- Work independently and collaboratively as a part of a team, with intermittent supervision; respond to emergencies
- Plant, cultivate, prune, and care for plants, trees, and lawns
- Use and apply herbicides safely and effectively
- Organize work orders and sequence the work of other Landscape Operations Technicians in the interest of efficiency; assign work orders verbally and/or in writing
- Maintain lawns, athletic fields, and gardens
- Identify turf and other plant diseases and pests and take steps to mitigate or eradicate
- Use and perform servicing and minor repair to hand tools, mechanical equipment and power tools and rolling stock
- Maintain accurate records
- Install, operate, maintain, and repair sprinkler and irrigation systems that include timing clocks
- Work varying schedules in support of projects and events
- Observe all safety precautions and procedures, including wearing protective clothing/safety gear in accordance with established standards
- Conform to uniform code or dress standard
- Recognize and mitigate symptoms of dehydration and heat exhaustion
- Operate a vehicle observing legal and defensive driving practices.
- Understand and carry out oral and written instructions in English
- Establish and maintain cooperative and effective working relationships with others

EDUCATION, TRAINING, AND EXPERIENCE

Educational attainment equivalent to a high school diploma or its recognized equivalent and three years of increasingly responsible landscaping experience performing in areas such a routine grounds and landscape maintenance, operation of landscaping and excavating equipment, having specialized knowledge of landscaping and horticultural techniques, experience in the installation and repair of sprinkler systems. A minimum of six months of experience in a lead capacity is desirable. Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position.

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS

Valid California C Driver's license throughout employment in a position in this classification.

Incumbent must successfully obtain the herbicide applicator's certificate within six (6) months of employment. The District will provide all incumbents in this job class with the training and certification program required to obtain the certification one time during each certification period.

Obtain and maintain in current status the licenses and certificate listed on the class specification to operate vehicles and tow a trailer.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

While performing the duties of this class, employees are regularly required to use hands and fingers to feel, grasp, manipulate and operate objects, equipment and tools and to reach overhead, above the shoulders and horizontally. The employee must have sufficient strength to manipulate, lift, push, pull, and/or carry on a frequent basis, objects which weigh as much as 75 pounds or more, including objects weighing up to 100 pounds or more on an occasional basis. The employee is regularly required to stand for extended periods of time and climb, walk on even/and or uneven surfaces, stoop, kneel, bend, twist, and crouch, climb up and down ladders, stairs, and ramps of one or more stories above the ground. Employee must be able to walk for prolonged periods at one time while holding tools and supplies. The employee is regularly required to hear and speak to exchange information in a proficient manner; distinguish strong odors which may warn of equipment malfunction or danger. The employee must be able to drive a vehicle.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must have hand-eye coordination.

MENTAL DEMANDS

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills in English. The employee must be able to write, to read directions, product labels, printed material, instructions and safety information, and to observe environmental conditions; demonstrate judgment and professionalism when interacting with supervisors, co-workers, staff, students and others encountered in the course of work; establish and maintain cooperative relationships throughout the work environment; learn quickly and follow verbal procedures and standards to accomplish assigned duties and to apply new skills; perform simple measurements. The employee must be able to work independently and as a part of a team, and follow a schedule. The employee occasionally may deal with dissatisfied or quarrelsome individuals.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work occasionally in an indoor environment, including damp or wet areas, and regularly in an outdoor working environment, including exposure to seasonal heat and cold or adverse weather conditions. The employee must be able to recognize and mitigate the symptoms of dehydration and heat exhaustion. Employees are regularly subject to exposure to hazardous materials, harsh chemicals, fumes, and possible exposure to blood borne pathogens; working around and operating machinery having moving parts; working at heights; performing physical labor. The noise level is loud.

OTHER CONDITIONS OF CONTINUED EMPLOYMENT

Participate in employer mandated training and re-training programs.