



Manhattan Beach
Unified School District

Landscape Operations Worker

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 1, 2014
Date Approved by Personnel Commission:	August 5, 2014
Date Adopted by Board:	August 20, 2014
Salary Range:	Range 17

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

DEFINITION

Under general supervision of assigned supervisor(s), performs a variety of work involving maintenance and beautification of public access grounds, gardens, roadways, walkways, parking areas, and athletic fields. Works at a District administrative office location, or a school site where work direction, oversight and guidance are received from a Landscape Crew Leader, and the site administrator. General direction, supervision, and evaluation are provided by an assigned Maintenance and Operations administrator.

DISTINGUISHING CHARACTERISTICS

The Landscape Operations Worker is an entry level position. The incumbent is fully qualified in grounds maintenance. In addition to demonstrating the competencies and abilities required of the position, the Landscape Operations Worker must demonstrate competency in landscape and grounds maintenance and beautification, an awareness of grounds safety, and preparing athletic fields. The Landscape Operations Worker 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 Landscape Crew Leader.
- Mows, edges, aerates, and performs spot re-seeding of lawns and athletic fields. Operates and cleans appropriate related equipment, which may include power walking and riding lawn mowers, edgers, aerators, seeders, common light duty trucks, grounds construction equipment and other motorized equipment requiring similar skill.

- Washes, services, and maintains equipment, make minor adjustments to equipment, detects needed mechanical work and make repair requests.
- Requests authorization to purchase parts and supplies.
- Performs light trimming and pruning of shrubs, hedges, and trees. Hoes weeds and rakes lawns and gardens.
- Assists with landscaping projects. Constructs and contours raised beds, gardens, and drainage areas.
- Plants and cultivates trees, grass, flowers, and shrubs. Applies fertilizer as needed. Spades and otherwise prepares grounds for planting.
- Removes weeds, rakes, and removes trash and debris from walkways, culverts, stairways, roadways, planters, and parking. Maintains in-ground drains and culverts.
- Cleans fields and facilities following events. Performs general grounds clean-up including picking up paper and trash on grounds areas. Performs building maintenance and cleaning duties of athletic facilities.
- Assists with preparation of sports fields. Mows, grooms, paints, and lines athletic and public use play fields to comply with pre-set dimensions.
- Keeps walkways, parking lots, campus slope areas and other public areas free of debris and trash.
- Programs and adjusts electronic irrigation time clocks and makes seasonal adjustments as needed.
- Applies fertilizers and herbicides to areas, under direction. Places posting where herbicides are being applied. Disposes of product containers per instructions and applicable environmental regulations.
- Performs simple record keeping of paperwork as needed.
- Performs the full range of duties of the Operations Worker class, as assigned.
- Performs related work as assigned.

QUALIFICATIONS

Knowledge of:

- Operation, use, and maintenance of powered grounds equipment, tractors, and attachments
- Procedures, methods and techniques of grounds and landscape maintenance and beautification
- Safe lifting techniques
- Health and safety regulations

- Techniques for safe handling, storage, and disposal of hazardous materials
- Proper and safe application of fertilizers and herbicides
- Routine setup, troubleshooting, and maintenance of sprinkler irrigation systems
- Basic math skills
- 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 with general supervision at an assigned school site or other District facility.
- Work independently and collaboratively with limited supervision; respond to emergencies
- Maintain lawns, athletic fields, and gardens
- Operate and service common grounds and landscape maintenance tools, equipment and vehicles including, but not limited to power riding lawn mowers, tractors, and trucks
- Plant, cultivate, prune, trim and care for plants, trees, and lawns
- Calculate fertilizer application amounts and apply them in a safe manner
- Identify common plant, insect and nutrient deficiencies
- Observe all safety precautions and procedures, including wearing protective clothing/safety gear in accordance with established standards
- Conform to uniform code or dress standard
- Operate and maintain tools and equipment in clean working order
- Operate a vehicle observing legal and defensive driving practices
- Recognize and mitigate symptoms of dehydration and heat exhaustion
- 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, preferred. 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.

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 up to 400 yards uninterrupted; carry lightweight tools and supplies 100 yards. 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; learn quickly and follow verbal procedures and standards to accomplish assigned duties and to apply new skills. The employee must be able to work independently 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. Employees 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.