

**JOB DESCRIPTION**  
**Grossmont Union High School District**

**LEAD GARDENER**

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**Purpose Statement:**

The job of Lead Gardener is done for the purpose/s of maintaining attractive grounds area/s; ensuring the availability of required equipment; protecting against erosion; maintaining grounds for assemblies and/or recreational activities; ensuring assignments are completed in a safe, proper and timely manner and directing assigned crew members. Incumbents in this classification provide students, staff and the public with information through the performance a wide variety of services which directly support learning.

This job reports to Supervisor, Grounds Services

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**Essential Functions**

- Applies herbicides for the purpose of controlling weeds in accordance with established procedures.
- Coordinates with site administration and athletic coaches for the purpose of adjusting irrigation schedules, field preparation, etc.
- Directs assigned crew members for the purpose of maximizing the efficiency of the work force and meeting shift requirements.
- Evaluates landscaped areas, athletic fields, equipment, sprinkler systems and grounds for the purpose of identifying repairs and/or replacement needs, maintain watering schedules and preventing erosion.
- Follows assigned mowing schedule for the purpose of minimizing classroom disruption.
- Maintains District vehicles (e.g. checking fluid levels, tire pressure, etc.) for the purpose of ensuring availability of vehicles in proper working condition.
- Maintains grounds (e.g. ball fields, courtyards, lawns, flower beds, etc.) for the purpose of providing adequate, attractive and safe areas for competitive athletics, outdoor assemblies, and/or recreational activities.
- Maintains groundskeeping equipment for the purpose of ensuring the availability of equipment in safe operating condition.
- Maintains lawn and turf areas (e.g. edges, vacuuming, removing debris, etc.) for the purpose of preserving and presenting grounds in a healthy and attractive condition.
- Maintains supplies, equipment and tools (e.g. servicing, cleaning, adjusting, minor repairs, etc.) for the purpose of ensuring adequate materials are available to complete assignments in a timely manner.
- Orders supplies and materials for the purpose of ensuring the availability of items as needed.
- Performs preventive maintenance on roof gutters and drains for the purpose of ensuring ongoing preventative maintenance programs.
- Prepares documentation (e.g. time and material reports, etc.) for the purpose of documenting activities, providing written support and/or conveying information.
- Prepares written materials (e.g. herbicide applications, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Provides training to gardeners for the purpose of maximizing the efficiency of the work force and meeting shift requirements.
- Requests materials, supplies and equipment for the purpose of ensuring that adequate materials are available to complete assignments in a timely manner.

- Responds to grounds maintenance emergencies (e.g. clogged storm drains, removing fallen trees, placing sand bags, etc.) for the purpose of determining and/or implementing appropriate actions required to resolve situations.
- Responds to inquiries from staff, students, public, etc. for the purpose of conveying information regarding grounds activities.
- Transports grounds maintenance equipment, supplies, etc. for the purpose of ensuring the availability of required items and other resources to efficiently complete job assignments.
- Transports various items (e.g. grounds equipment, supplies, fertilizer, etc.) for the purpose of providing materials at job site as required to complete tasks.

**Other Functions**

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in gardening maintenance including operating heavy equipment, mowers, hand & power tools, etc.; and adhering to safety practices.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: methods, materials and equipment used in gardening maintenance; and safety practices and procedures.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with similar types of data; and utilize a variety of types of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: adhering to safety practices; being attentive to detail; meeting deadlines and schedules; working as part of a team; working under time constraints; and working as part of a team.

**Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a small work unit; and tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; significant climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under with some temperature extremes and some hazardous conditions.

**Experience** Job related experience with increasing levels of responsibility is required.

**Education** High School diploma or equivalent.

**Required Testing**

As required for position

**Continuing Educ. / Training**

- Lockdown Procedures
- Disinfecting Procedures
- Chemicals
- Pesticides/Herbicides
- Fire Extinguisher
- Bomb Procedures

**Certificates & Licenses**

Valid California Class A Driver's License

**Clearances**

- Criminal Justice Fingerprint/Background Clearance
- TB Clearance

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**FLSA Status**

Non Exempt

**Approval Date**

6/15/2006

**Salary Grade**

Unit I 46