

STOCKTON UNIFIED SCHOOL DISTRICT

LANDSCAPE MAINTENANCE SUPERVISOR

DEFINITION

Under the direction of the Building Division Manager, schedule, coordinate, inspect and participate in the activities of landscape maintenance crews involved in the in the maintenance and beautification of grounds and landscaped areas at school sites and other District facilities; train and supervise the performance of assigned staff. Perform related duties as assigned.

Depending on the needs of the District, this position may be assigned to work either during the day or a night shift, which may include Saturdays.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Building Division Manager or designee, and exercises general supervision over Landscape Specialists, and on occasion Maintenance Utility Workers, Heavy Equipment Operators and Irrigation Specialists.

EXAMPLE OF DUTIES -- *Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification but is intended to accurately reflect the principle job elements including, but not limited to:*

Schedule, coordinate, inspect and participate in the activities of grounds maintenance crews involved in the in the maintenance of grounds and landscaped areas at school sites and other District facilities. (E)

Review work orders in landscaping; assess priorities and schedule accordingly; assign jobs to staff. (E)

Supervise mowing, trimming, edging, planting, pruning, fertilization, application of herbicides and weed control. (E)

Confer with site administrators and District staff regarding the beautification of District grounds and landscaped areas; prepare and adjust work schedules to fit the needs of assigned site; receive, prioritize and respond to the landscaping maintenance needs of the District.

Assist in job planning; order materials and estimate labor requirements. (E)

Develop plans for landscaping, planting and outside maintenance of the school sites. (E)

Recommend the purchase of trees, shrubs, plants and related material requirements. (E)

Maintain inventory of stock, materials and equipment. (E)

Make estimates on time and materials costs for work order jobs. (E)

Supervise, oversee, and/or provide general direction for the maintenance and repair of athletic fields to Grounds Department Staff and/or appropriate site staff as required. (E)

Maintain records of herbicides used and disposal of containers. (E)

Assess job priorities and assign work; inspect and review completed jobs with the site administrator. *(E)*

Evaluate and prepare comprehensive reports concerning the efficiency and effectiveness of assigned staff; assist with specific studies as directed. *(E)*

Assist with the resolution of student, parent and community complaints regarding assigned staff. *(E)*

Meet and coordinate with outside vendors; obtain quotes and bids *(E)*

Make estimates on time and material costs for work order jobs *(E)*

Assist in the job planning; order materials and estimate labor requirements. *(E)*

Meet and coordinate with any outside contractors in (Skilled Area); coordinate projects with other sections in the facilities division and all site designees as needed. *(E)*

Keep records of hours worked; schedule vacations; maintain records of work activity *(E)*

Serve as a supervisory and technical resource for jobs performed; respond to problems and needs arising on the job *(E)*

Ensure that equipment is safe and in operating order. *(E)*

May assist in the preparation and monitoring of the department *(E)*

Serve as a supervisory and technical resource for jobs performed; respond to problems and needs arising on the job; inspect completed jobs *(E)*

Provide for the safety of workers and others at school sites including training staff to report safety hazards *(E)*

Participate in the selection, hiring, training, supervision and evaluation of permanent and probationary staff members *(E)*

Maintain regular and prompt attendance in the workplace. *(E)*

Oversee difficult and complex skilled trades work as required *(E)*

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Methods of propagating, cultivating, pruning and caring for plants, shrubs, trees and lawns appropriate to school sites
- Equipment and tools used in construction and maintenance to include preventive maintenance and safety in utilizing these equipment and tools
- Design, and maintenance of irrigation and systems for landscape areas
- Techniques of work scheduling and organization
- Principles and practices of supervision, communication and training, including written reports
- Laws and regulations that apply to application, storage and disposal of herbicides used on school grounds
- Storage and disposal of hazardous waste

- Safe work practices
- Interpersonal skills using tact, patience and courtesy.
- Personnel rules and procedures of the District

Ability to:

- Oversee the work of others
- Keep records neatly and accurately
- Plan, organize, schedule and supervise work of several crews working at various locations. Assess job priorities; order supplies properly and accurately
- Follow oral and written instructions
- Communicate effectively, both orally and in writing
- Monitor job progress, inspect completed job for quality of work
- Establish and maintain cooperative working relationships with others
- Provide training to less experienced staff
- Physical capability sufficient to perform job duties
- Operate a variety of equipment and tools used in construction and maintenance

Experience and Education:

Any combination of education, training and experience equivalent to graduation from high school and:

- Five (5) years of increasingly responsible landscaping experience, including at least three (3) years of supervisor experience is required
- Experience in landscape maintenance and/or an Associate of Arts degree is highly desirable

License and Certificates:

- Must possess a valid California driver's license
- First Aid and CPR certificates must be obtained within sixty (60) days from date of hire

WORKING CONDITIONS

ENVIRONMENT:

- Indoor and outdoor work environment
- Regular exposure to fumes, dust and odors
- As required must wear protective devices such as earplugs, dust mask, coveralls, gloves, safety boots and safety glasses

PHYSICAL DEMANDS:

Employee in this position must possess/have the ability to:

- Dexterity of hands and fingers to operate a variety of trade tools
- Sit for extended periods of time
- Walk and/or stand for extended periods of time
- See with or without assistive devices sufficient to perform assigned duties.
- Lift and/or carry up to 40 lbs distances up to 100 feet or upstairs.
- Occasionally lift and/or carry up to 100 lbs for distances up to 100 ft or upstairs
- Push/pull up to 150 lbs for short distances.
- Sufficient body movement and balance to bend at the waist, kneel, crawl, crouch, stoop and climb ladders
- Reach overhead, above and below the shoulders and horizontally
- Hear and speak with/without assistive devices sufficient to communicate effectively with others

SALARY PLACEMENT

Stockton Unified Supervisory Unit (SUSU)

Supervisory Unit Salary Schedule

Range 34

12-month work year

Board Approval: 03/14/17

SUSU Approval: 02/28/17