

# *Magnolia School District*

## **LEAD GARDENER**

### **DEFINITION**

Under supervision of the Director of MOTF, works as a lead gardener, assigning and performing tasks of grounds care and gardening work throughout the school district.

### **EXAMPLES OF DUTIES**

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

- Guides, directs and performs routine gardening and grounds care tasks, such as cultivating, watering, pruning, trimming lawns, trees, shrubs, weeding, raking and transplanting;
- Consults with the director of MOTF, regarding current and future projects, in conjunction with the director of MOTF, develops work schedules and plans work activities;
- Inspects work performed by gardening crew and recommends improved work methods when necessary;
- Assigns crew members to specific duties;
- Trains employees; Orders supplies needed to accomplish gardening projects, keeps time and material records;
- Submits oral and written reports to supervisor;
- Operates power driven mowers to mow lawns and operates power equipment such as a truck, tractor, front end loader, rototiller, power sweeper, and grader;
- Under general supervision to perform supervisory duties and routine manual work to develop and maintain the lawns and plantings on school grounds in an attractive, vigorous condition;
- installation and maintenance of lawn sprinkler systems;
- Makes or assists in the delivery of table, chairs, desks, books and other equipment and supplies;
- Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- Methods, techniques, supplies, tools, and equipment used in cultivating, spraying, pruning, and care of lawns, shrubs, and trees;
- Working knowledge of hazards and safety practices of the work.
- Current cleaning methods, including preferred methods of cleaning floors, carpets, walls, and fixtures;
- Custodial materials and equipment.

#### **Ability to:**

- Plan, organize, and supervise the work of a grounds-keeping crew;
- Estimate time and materials needed in completing jobs;
- Operate power equipment such as power mowers, trucks, tractors, loaders, sweepers, and graders;
- Perform heavy manual labor;
- Understand and carry out written and oral instructions;
- Maintain simple records;
- Establish and maintain effective and harmonious working relations with school staff, fellow employees, supervisors and the public;
- Follow safe work practices;
- Follow safe driving practices.

#### **Experience:**

- Three years of experience in gardening and grounds maintenance preferred.

**Education:**

- High school diploma or equivalent;
- Post-secondary Education – Preferred;
- Pass a rigorous District test related to the field applied.

**LICENSE REQUIRED**

- Possession of a valid California Motor Vehicle Operator's license.

**WORKING ENVIRONMENT**

While performing the duties of this job, the employee works in a school and/or classroom as needed. The employee's primary responsibility is working with students and staff during the school day. This position may involve frequent interruption and direct contact with staff, students and the public; a high volume of responsibilities that may require working without direct and/or constant supervision; and working in a school environment where the noise level is usually moderate.

**PHYSICAL AND MENTAL REQUIREMENTS**

The physical and mental requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 75 to 100 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work may involve ascending and descending ladders, stairs, scaffolding and ramps, and will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects are important aspects of this job.
- Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced.

The physical and mental demands described above are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Range: 37

Revised: 8/7/78; 10/1/97; 5/27/98; 5/22/06; 4/10/14; 3/19/15; 7/5/16

Approved: 04/2017

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*EQUAL OPPORTUNITY EMPLOYER*

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