

LEAD GROUNDS AND HORTICULTURAL TECHNICIAN

DEFINITION

Under general supervision, the Lead Grounds and Horticultural Technician, oversees, trains, and participates in the work of staff responsible for the District's athletic/sports fields and campus grounds.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the of the Director of Grounds & Transportation and direct supervision from the Supervisor, Grounds. Exercises technical and functional supervision over and provides training to assigned grounds maintenance staff.

CLASS CHARACTERISTICS

This is the advanced journey-level in the grounds equipment operator series that performs technical duties, as well as the most complex duties, required to ensure that District grounds, sports fields, and facilities provide the highest level of safety for public and staff use. Responsibilities include performing a wide variety of tasks in the maintenance, repairs, and installation of softscape and hardscape landscaping. This includes installing and maintaining turf, trees, shrubs, ground covers, and plants on-the campus grounds, ensures campus ground are clean and set-up for events in a timely manner. This class is distinguished from the Supervisor, Grounds in that the Supervisor, Grounds is the full supervisory-level class in the series responsible for organizing, assigning, supervising, and reviewing the work of assigned staff involved in maintenance operations; whereas the Lead is responsible for overseeing day to day operational activities.

EXAMPLES OF-ESSENTIAL FUNCTIONS (Illustrative Only)

- Provides lead direction, training, and work review of assigned tasks; organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of assigned work.
- Provides input into selection decisions, disciplinary matters and other personnel decisions.
- Trains staff in the proper use of grounds maintenance equipment and supplies; maintains equipment and supplies in good working condition.
- Performs a variety of grounds maintenance and landscaping duties in the beautification of assigned grounds and landscaped areas.
- Prepares, maintains, and renovates athletic fields, golf greens, and practice areas; mows, aerates, topdresses, seeds, lays sod, vacuums, and verticuts as needed; chinks, paints, and makes other preparations for athletic fields in accordance with specific sport requirements.
- Safely operates a variety of light- to heavy-duty equipment used in grounds maintenance such as mowers, tractors, skip loaders, street sweepers, aerial lifts, backhoes, tractor mounted large turf-care implements, utility vehicles, dump trucks, lifts, and trenchers; safely operates a variety of power and hand tools such as line trimmers, edgers, blowers, hedge trimmers, and chain saws.
- Performs minor preventative maintenance and minor repairs on grounds equipment; checks fluids and assures proper lubrication of grounds equipment.
- Safely applies pesticide, herbicide and other pest management treatments; applies fertilizers to turf and landscaped areas.
- Estimates labor, materials, and equipment needed for assigned projects; monitors inventory levels of materials and equipment; orders, receives, and maintains inventory of materials and equipment as needed.
- Provides recommendations regarding needed parts and suppliers.
- Records and maintains work and material records.

- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees.
- Learns and applies emerging technologies to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles and practices of providing technical and functional direction and training to assigned staff.
- Principles, practices, methods, equipment, materials, and tools used in grounds maintenance.
- Principles, practices, methods, equipment, materials, and tools used in the preparation and maintenance of the golf greens and sports turf.
- Safe operation and routine maintenance of equipment and power tools used in grounds maintenance such as trucks, trash carts, street sweepers, tractors, loaders, backhoe, lifts, mowers, and a variety of mechanized turf and landscape equipment.
- Proper use and applications of a variety of pesticides, herbicides, and fertilizers.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Safe operation of equipment and practices related to the work.
- Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, basic computer skills, and arithmetic.
- Safe work practices, including safe driving rules and practices.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills & Abilities to:

- Plan and oversee activities of assigned personnel.
- Maintain established quality control standards.
- Train others in proper and safe work procedures.
- Identify and implement action plans to complete assigned work.
- Perform a variety of complex technical tasks in the preparation and maintenance of the District grounds, sports fields, and events.
- Skillfully and safely operate a variety of equipment and power and hand tools used in grounds and sports fields maintenance.
- Perform basic preventative maintenance of equipment and tools.
- Troubleshoot maintenance problems and determine materials and supplies required for repairs and projects; recommend purchases.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
- Understand and follow written and verbal directions, instructions and safety rules and procedures.
- Maintain accurate logs, records, and basic written records of work performed.
- Operate modern office equipment including computer equipment and software programs.

- Make arithmetic calculations for proper application of chemicals and materials.
- Operate a truck and observe legal and defensive driving practices.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade supplemented by additional coursework and/or training in landscape or sports turf maintenance and five (5) years of experience performing grounds maintenance duties. Experience which includes oversight of others and coordination of work, is preferred.

Included oversight of others and coordination of work

Licenses and Certifications:

- Possession of and ability to maintain a valid California Driver's License.

PHYSICAL DEMANDS

Must possess mobility to work in the field as well as around various District facilities, to operate a motor vehicle and drive on surface streets; strength, stamina and mobility to perform medium to heavy physical work, operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen and hearing and speech to communicate in person and over the telephone or radio. The job involves field work requiring frequent walking at landscape site areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites; lift, move, and carry materials and equipment weighing up to 50 pounds and heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in the field and/or facilities and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical, and hazardous physical substances and fumes. Employees may interact with staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.