

HEAD GARDENER

DEFINITION

Oversees and participates in the maintenance and beautification of the grounds and other landscaped areas.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received by the Grounds Supervisor or Maintenance and Operations Supervisor.

May provide work direction to student workers.

EXAMPLES OF DUTIES

Plans, coordinates, evaluates, and participates in the maintenance of grounds throughout the District.

Analyzes grounds maintenance needs as requested and incorporate those procedures necessary to execute and effective grounds maintenance program.

Operates a variety of power tools and equipment.

Schedules work concerned with mowing, edging, weeding, pruning, planting, trimming, spraying, sweeping and all other related grounds maintenance activities.

Oversees and participates in the installation, maintenance and repair of new sprinkler systems, lawns and related shrubbery.

Selection of all plants and materials necessary for landscaping needs in conformance with the District Landscaping Master Plan.

Assists in the recommendation and selection of light and heavy duty grounds equipment.

Inspects work-in-progress to see that proper grounds maintenance methods are being followed and standards maintained.

Participates in the preparation and administration of the annual grounds budget.

Preparation and maintaining of a variety of grounds maintenance records and activities reports.

Provides work direction and training to student workers.

Verifies time sheets for student workers.

Performs related work as required.

QUALIFICATIONS

Knowledge of:

Plants, methods, supplies and equipment used in grounds maintenance activities.

Common plant, tree and turf diseases and pests, and methods used in their eradication.

QUALIFICATIONS (continued)

Soil characteristics and treatment procedures.

Principles and practices of recordkeeping and the preparation of reports.

Ability to:

Estimate material needs and costs for grounds maintenance activities.

Plan, assign, and oversee the activities involved in efficient landscape maintenance.

Prepare and maintain records and reports.

Understand and carry out oral and written instructions.

Establish and maintain effective working relationships.

Train and provide work direction to others.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Graduation from high school or equivalent.

Two years experience in the maintenance of landscaped grounds, including one year in a lead worker role.

License or Certificate:

Possession or ability to qualify for a valid State of California certified commercial applicator's license in ornamental and turf categories.

Possession of a valid State of California Class 3 driver's license.