

## Job Description

**Job Title:** Landscaper Lead Worker

**Supervisor:** Landscaper Crew Leader

**Job Classification:** Non-Exempt

**Pay Grade:** 20

**Contract Length:** 245 Days

### **Job Summary**

Position is responsible for performing a variety of landscaping and grounds maintenance.

### **Essential Duties**

1. Works as lead in the field.
2. Maintains a safe and productive environment while at the shop and in the field.
3. Trains, or assists in the training of grounds keeping staff.
4. Performs maintenance of grounds and landscaping by seeding, fertilizing, spraying, mowing, trimming, installing sod, preparing and planting flowers, shrub beds and trees, pulling weeds, watering plants, trimming trees and shrubs, raking leaves, picking up litter, and snow removal as needed.
5. Performs and supervises routine maintenance of equipment by changing blades, lubricating equipment and making minor repairs to all grounds keeping equipment.
6. Drive and operates heavy-duty vehicles and associated equipment used in pruning, felling and trimming trees.
7. Responds to inquiries from school personnel, providing technical advice, and taking appropriate action to resolve problems involving the landscape shop.
8. Advises the Landscape Shop Foreman of problems in the field.
9. Performs any other related duties as assigned by the Landscape Shop Supervisor or other appropriate administrators/supervisor.
10. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Other Duties**

1. Performs any other related duties as assigned by the Landscape Crew Leader or appropriate administrator.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a high school diploma (GED) and considerable experience in ground maintenance/horticulture activities to include some experience working as a lead worker: or any equivalent combination of education combination of education and experience that would provide the noted knowledge, skills and abilities. Must possess basic knowledge of turf management, safety procedures, pruning methods and standard practices/terminology of the trade. Must possess basic working knowledge of, and the ability to safely operate all hand tools and power equipment used in ground maintenance activities. Must possess working knowledge and skills in the operation and repair of landscape equipment. Must possess the ability to lead grounds keeping staff. Also must possess organizational, human relations and communication skills. Must possess a valid Virginia Driver's License with a good driving record. Maintains a current Registered Technician's License to apply non-restricted use pesticides.

**Working Conditions and Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is constantly exposed to loud noise levels; fumes or airborne particles from engine exhaust; outside weather conditions; wet and /or humid conditions; and extreme heat and/or cold. The employee is required to walk; sit; stand; and bend, twist, squat/crouch. Duties are typically performed outdoors in a ground maintenance environment with some work indoors when performing maintenance on equipment. Must have the ability to stand for extended periods of time; exhibit manual dexterity to operate equipment; see and read printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; Must be able to carry up to 50 pounds; constantly grip up to 50 pounds. At times employee is required to lift push/pull up to 100 pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed outside. The noise level in the work environment is sometimes loud but usually moderate.

**Supervision Exercised:** Landscaper

**Supervision Received:** Landscaper Crew Leader

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Landscape Lead Worker will be required to follow any other instructions and to perform any other related duties as assigned by the Landscaper Crew Leader or appropriate supervisor. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print) Signature Date