

MT DIABLO UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Landscape Manager
REPORTS TO: Director Maintenance & Operations
DEPARTMENT: Maintenance, Operations & Facilities
CLASSIFICATION: Classified
SALARY: DMA Range 8
BOARD APPROVED: May 11, 2022 *Pending Board Approval*

SUMMARY DEFINITION: Under direction and general supervision of the Director of Maintenance & Operations organizes and directs the maintenance and gardening activities in the beautification of the District Wide grounds and landscape areas, coordinates and supervises personnel, overseas curb appeal program, synthetic turf care, water resource management, weed control program, rodent abatement, and the curb appeal program.

ESSENTIAL FUNCTIONS (to include, but not limited to):

E = Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

- Plan, organize, prioritize, coordinate and supervise the grounds and landscape operations and activities, including workloads and schedules, involved in the general and preventive maintenance and repair of fields, turf, trees, shrubs, and equipment to assure related activities comply with established laws, codes, rules, regulations, policies and procedures. **E**
- Provide leadership, including supervision and training in landscape maintenance standards including planting, cultivating, propagating, pruning, transplanting and care of trees, shrubs, hedges, flowers, lawns and various other ground activities to ensure that staff are trained in complex grounds activities and are following standard operating procedures including emerging landscaping knowledge, technology, skills, standards and best practices. **E**
- Provide leadership in developing, implementing and training staff in synthetic turf care program, water resource management, environmental (weed) control management, rodent abatement program, curb appeal program, athletic fields maintenance for competition league play. **E**
- Manage and deploy a centralized irrigation control system, supervise and manage all irrigation systems and the landscape water consumption District Wide. **E**
- Direct and monitor the maintenance and repair activities of bioswales and storm drains; assure related activities comply with established policies, procedures, laws, codes and regulations. **E**
- Coordinate personnel, communications and information to meet organizational needs and ensure smooth and efficient activities; confer with staff, Director and/or District Administration regarding grounds maintenance and repair needs, projects and work order status; confirm proper and timely resolution of repair issues.

- Inspect school grounds and enforce appropriate safety practices; confer with Principal and/or administration to discuss preventive and routine maintenance, repairs, work orders, personnel and related matters; develop and implement the District's grounds preventive maintenance program and related components; address assure timely completion of projects. **E**
- Oversee and manage the implementation of landscaping and grounds construction, maintenance, repair and enhancement projects; estimate labor, material and equipment requirements for projects; monitor, assess and modify activities in response to project progress. **E**
- Train and evaluate the performance of assigned staff; participate in recruitment process, interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure compliance with established guidelines and procedures. **E**
- Participates in the development and implementation of grounds maintenance projects; coordinate projects with vendors and outside contractors; review work of outside contractors to assure compliance with established standards, contracts and specifications. **E**
- Operation knowledge of a variety of equipment including mowers, tractors, field groomers, and other grounds maintenance equipment.
- Monitor and assure adequate levels of grounds maintenance and repair equipment and supplies; coordinate the purchase of equipment and supplies as appropriate including assisting in the preparation of the grounds budget. **E**
- Oversees inventory of department tools, vehicles and equipment. Ensure repairs to gardening and grounds equipment such as mowers, edger's, sprinklers and sprinkling systems.
- Assists in Civics Center program including collecting, tracking, verifying and reporting. **E**
- May assist in emergency response to ensure the District facilities are secure and operational, as needed. **E**
- Perform related duties as assigned. **E**

DESIRABLE QUALIFICATIONS:

EDUCATION AND EXPERIENCE: A combination of education, training and experience equivalent to five (5) years of experience in horticulture, landscape, grounds maintenance, including supervisory responsibility. Experience relating to maintaining safe and healthy grounds.

KNOWLEDGE OF:

- Technical and maintenance requirements, including method, materials, tools, terminology and equipment used while maintaining grounds, buildings and facilities in good repair
- Applicable building codes, ordinances, OSHA requirements, regulations and safety precautions
- Plant diseases and insect/rodent pests and the approved methods and materials used in controlling and eradicating
- Management principles and practices
- Oral and written communication skills

SKILL IN:

- Methods of data monitoring and recordkeeping
- Current office terminologies, practices, procedures and equipment
- Interpersonal skills using tact, patience and courtesy
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Interpersonal skills using tact, patience and courtesy

ABILITY TO:

- Communicate, understand and follow both oral and written directions effectively.
- Operate modern technology equipment and programs
- Complete work with many interruptions
- Coordinate personnel, communications and information to meet organizational needs and assure smooth and efficient activities
- Determine appropriate action within clearly defined guidelines
- Establish and maintain cooperative and effective working relationships with others
- Estimate material, labor, equipment and time requirements
- Inspect projects for accuracy, completeness and compliance with established specifications
- Interpret, apply, explain and assure compliance with rules, regulations, policies and procedures
- Make mathematical computations with speed and accuracy
- Meet schedules and time lines
- Monitor and assure adequate levels of equipment and supplies
- Operate a computer and assigned office equipment
- Organize and direct operations and activities involved in grounds maintenance and repair of designated tools and equipment
- Participate in the recruitment, screening and processing of new personnel
- Plan and organize work
- Plan, develop and implement landscaping and gardening projects
- Prepare and maintain accurate records and reports
- Train and evaluate the performance of assigned personnel
- Understand and follow oral and written instructions
- Establish and maintain cooperative and effective working relationships with a diverse range of people.
- Work independently and confidentially with discretion and little direction.
- Learn new or updated computer software programs to apply to current work.
- Communicate using patience and courtesy in a manner that reflects positively on the organization.
- Actively participate in meeting District goals and outcomes.
- Apply integrity and trust in all situations.
- Learn District organization, operations, policies, objectives and goals.
- Interpret, apply and explain laws, rules, regulations, policies and procedures

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor office or classroom environment, regularly around students, outdoors, and shop environment; drive a vehicle to conduct work; noise from equipment, regular exposure to fumes, dust and odors; and exposure to adverse weather conditions.

PHYSICAL DEMANDS:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; walk to conduct inspections; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; and lift light objects.

LICENSES AND CERTIFICATES:

Possession of a valid California Driver's License is required.

OTHER QUALIFICATIONS:

Must pass the District's pre-employment fingerprinting, pre-employment physical, TB testing and maintain District-insurable driving record.

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