

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Landscape Services Supervisor	REPORTS TO:	Zone Manager, PPO
DEPARTMENT:	Physical Plant Operations	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	036 Supervisors'
REVISED:	August 6, 2008		

BASIC FUNCTION:

Organize and supervise the personnel and activities related to the operations of gardening maintenance and the design and installation of new landscaping.

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

E = Essential Functions

Maintain a continuous schedule of inspection trips to schools in the district and provide line and staff supervision to Lead Landscape Technicians and gardening crews assigned. **E**

Assist Department of Agriculture inspectors during inspections of equipment and storage areas. **E**

Train, supervise, and evaluate the work of assigned personnel; advise gardening personnel on the technical aspects of their work and enforce safety regulations. **E**

Assist Integrated Pest Management Supervisor in planning and conducting pesticide safety seminars. **E**

Assist Lead Landscape Technicians in planning work schedules and assigning duties. **E**

Coordinate work with Physical Plant Operations shops. **E**

Test, evaluate, and assist in the selection of gardening supplies and equipment; contact vendors and sales staff for economical purchases; arrange purchase of nursery stock. **E**

Order and dispense gardening supplies; maintain accurate records of expenditures for jobs. **E**

Assist in preparing and monitoring the gardening budget. **E**

Make reports to the Department of Agriculture, department, and division staff. **E**

Make work formula measurements; interpret blueprints for landscaping and sprinkler systems; assist in layout and final inspection. **E**

Answer after-hour emergency calls; investigate and resolve or recommend solutions to gardening-related problems identified by management staff and the public; contact principals and other school personnel regarding landscaping problems. **E**

Drive a district vehicle. **E**

Assist in interviews and performance testing for gardening job examinations. **E**

May establish priorities and assign work to the pesticide crew and Light Equipment Operators.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of education, training, or experience equivalent to six years of recent experience in landscaping, gardening, or nursery work; two years of which must have been in a lead capacity.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

A California Department of Pesticide Regulations, Qualified Applicators Certificate (with category B designation) at time of hire or ability to obtain said Certificate within six (6) months of hire.

DISTINGUISHING CHARACTERISTICS:

A Landscape Services Supervisor is distinguished from the next lower class of Lead Landscape Technician in that duties include both line and staff functions with zone responsibility and assignments are carried out with greater initiative and without detailed instructions.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Organizational development principles and practices.
- All phases of horticulture and of soil characteristics.
- All types of landscape gardening equipment, materials, and techniques.
- State Department of Agriculture regulations related to the use of pesticides.
- Principles and practices of administration, supervision, and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience, and courtesy.
- Reading and writing English communication skills.

ABILITY TO:

- Provide leadership and direction in assigned functions.
- Solve difficult landscaping and gardening problems.
- Organize, coordinate, and supervise the work of gardening and landscaping crews.
- Train, supervise, and evaluate the work of assigned personnel.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Maintain records including budget information; prepare reports.
- Operate a computer and assigned software.
- Maintain current knowledge of applicable provisions of applicable federal, state, and district laws, rules, and regulations.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor settings; working around machinery with moving parts.

PHYSICAL REQUIREMENTS:

Strength and energy sufficient to maintain an active work schedule involving driving and/or physical exertion; hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally as needed; lifting light to moderately heavy objects.

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