

## GARDENING SUPERVISOR

### DEFINITION

Plans, schedules, and supervises a gardening crew and participates in the gardening care and grounds maintenance of a college site, including the care and upkeep of a variety of athletic facilities.

### TYPICAL DUTIES

Plans, schedules, assigns, supervises, and participates in the work of a gardening crew engaged in:

Mowing, edging, watering, raking, reseeding, fertilizing, spraying, and weeding lawns and turf;  
Planting, pruning and shaping, trimming, staking, cultivating, fertilizing, spraying, weeding, transplanting, and watering trees, shrubs, ground cover, flowers, and hedges;  
Caring for athletic fields, running tracks, jumping pits and runways.

Reviews assigned staff's work in progress for adherence to job specifications, safety regulations and project time lines.

Confers with college personnel and organizations in coordinating and scheduling gardening work in connection with various college activities which are held on lawns and athletic fields during the week, at night, or on weekends.

Trains employees on job duties and safety regulations, protection and safety procedures for handling toxic or hazardous materials used on the job.

Supervises the care and propagation of nursery stock.

Inspects for and eliminates hazards in gardening areas.

Estimates costs, manpower needed, and time necessary for completion of gardening work projects.

Prepares job specifications and progress reports on gardening work projects.

Requisitions and controls supplies and equipment for a gardening crew.

Supervises and may participate in the operation of power equipment commonly used in gardening and grounds maintenance such as tractors and tractor attachments, back hoes, dump trucks, aerial man lifts, fork lifts, cultivators, mowers, edgers, trimmers, blowers, chain saws, wood chippers, roto tillers, power brooms, pressure washers, and sprayers.

Supervises the recycling of leaves, grass, mulch, and other organic waste.

Supervises and participates in pest and vermin control on campus.

Mixes and applies insecticides and herbicides.

May make minor repairs and adjustments on power equipment used in gardening, gardening tools, sprinkler heads, and hoses.

May gather, grow, and maintain special plant materials.

May control weeds by sprays or mechanical means.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

A **Gardening Supervisor** supervises and participates in the gardening care and the grounds maintenance of a college site, including the care and upkeep of a variety of athletic facilities.

## DISTINGUISHING CHARACTERISTICS (Cont.)

A **Lead Gardener** acts as a lead and participates in the work of a gardening crew engaged in providing general gardening care and grounds maintenance at a college site, including the care and upkeep of a variety of athletic facilities. Lead responsibilities include guidance and instruction on techniques, methods, and procedures for accomplishing assigned tasks and solving problems.

A **Gardener** provides general gardening care and grounds maintenance involving trees, lawns, turf, shrubs, hedges, ground cover, flowers, and athletic fields.

## SUPERVISION

General supervision is received from facilities management personnel. Immediate supervision is exercised over assigned gardening personnel, student employees, and persons performing community service work.

## CLASS QUALIFICATIONS

### Knowledge of:

- Landscaping for large and small land tracts
- Plants adapted to the Southern California climate
- Seasonal requirements of gardening operations
- Characteristics of and methods, materials, equipment and tools used in the care of trees, lawns, turf, shrubs, hedges, ground cover, and other plants
- Methods and techniques of plant propagation
- Soil, fertilizer, and moisture requirements of Southern California plant life
- Appropriate uses of pesticides, insecticides, herbicides, and fungicides
- Protection and safety requirements needed when working with power equipment and/or handling hazardous or toxic materials
- Methods and procedures used in planning and estimating job projects
- Principles of supply inventory and control
- Principles of supervision and training
- Methods and techniques of pest and vermin control
- Principles of recordkeeping
- Capabilities of computer applications, systems, and hardware used in gardening care and ground maintenance

### Skill in:

- Pruning and shaping trees, shrubs, and other plants
- Proper use of gardening hand tools
- Safe operation and use of power equipment and other tools commonly used in gardening and grounds maintenance

## CLASS QUALIFICATIONS (Cont.)

### Ability to:

- Plan, schedule, and supervise the work of assigned personnel
- Plant and maintain healthy growth of trees, lawns, turf, shrubs, hedges, ground cover and other plants
- Coordinate gardening assignments with college activities
- Make minor repairs and adjustments to power equipment and tools commonly used in gardening and grounds maintenance
- Make minor repairs and adjustments to sprinkler systems
- Identify diseased plants and pest infestation and take proper corrective measures
- Observe and determine the need for fertilizers, soil amendments, and mineral additives
- Keep accurate records
- Write clear and concise instructions and reports
- Work effectively and cooperatively with staff, college personnel and students
- Learn the characteristics of new equipment in the field of gardening and grounds maintenance and update skills to adapt to changing technology
- Learn specialized software applications

## ENTRANCE QUALIFICATIONS

### Education and Experience:

- A. Graduation from high school or its equivalent **AND** three years of full-time paid experience in general gardening work, including care of trees, lawns, shrubs, hedges, and flowers. One year of the required experience must have been in a lead or supervisory capacity. Completion of courses in horticulture, botany, plant propagation, plant identification, landscaping, or related subjects and experience in weed, pest, and vermin control are desirable.

**OR**

- B. Successful completion of a two-year course in horticulture, or related subjects, from a community college, adult, vocational, or high school **AND** two years of full-time paid experience in general gardening work, including care of trees, lawns, shrubs, hedges, and flowers. One year of the required experience must have been in a lead or supervisory capacity. Experience in weed, pest, and vermin control is desirable.

### Special:

- A current and valid California Qualified Applicator Certificate for the use of restricted pesticides may be required for some positions.
- A valid Class "C" California driver's license.
- Access to an automobile.

### Physical Requirement:

- Ability to lift and move items weighing up to 50 pounds