

LEAD GARDENER

DEFINITION

Acts as a lead and participates in the work of a gardening crew engaged in providing gardening care and grounds maintenance at a college site, including the care and upkeep of a variety of athletic facilities.

TYPICAL DUTIES

Schedules, oversees, 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.

Determines most efficient work procedures and techniques for assigned staff to ensure timely completion of work projects and makes sure that safety standards and procedures are followed.

Assists 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.

Operates power gardening equipment such as mowers, edgers, trimmers, blowers, chain saws, sprayers, tractors, and cultivators.

Adjusts and performs minor maintenance on power gardening equipment, gardening tools, and all types of sprinkler systems.

Applies fertilizer and soil amendments.

Mixes and applies insecticides in accordance with safety requirements.

Sets out traps for pests.

Inspects for and eliminates hazards in gardening areas.

Composts materials.

Assists in preparing job specifications and progress reports on gardening work.

Prepares material lists and job records.

Provides training to assigned staff in gardening work.

May assist the athletic department in laying out and marking athletic and recreation fields.

May gather, grow, and maintain special plant materials.

May control weeds by sprays or mechanical means.

May perform special floral decorating duties for special college events.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

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 are typically exercised over a group of at least three employees and include guidance and instruction on techniques, methods, and procedures for accomplishing assigned tasks and solving problems.

DISTINGUISHING CHARACTERISTICS (Cont.)

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.

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 gardening supervisory or facilities management staff. Exercises lead responsibilities over assigned gardening staff, 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
- Basic methods and procedures used in scheduling job projects
- Principles of training
- Recordkeeping procedures

Skill in:

- Pruning and shaping trees, shrubs, and other plants
- Proper use of gardening hand tools
- Safe operation and use of power gardening equipment and other tools

Ability to:

- Schedule work of assigned staff
- Plant and maintain healthy growth of trees, lawns, turf, shrubs, hedges, ground cover, and other plants
- Make minor repairs and adjustments to power gardening equipment and tools
- 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

Ability to: (Cont.)

- Keep accurate records
- Provide leadership and technical assistance to others
- Trains others in the work of assigned area
- Give clear and concise instructions
- Work effectively and cooperatively with staff 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 basic features of computer equipment
- Learn general and specialized software applications

ENTRANCE QUALIFICATIONS

Education and Experience:

- A. Graduation from high school or its equivalent **AND** two years of full-time paid experience in general gardening work including care of trees, lawns, shrubs, hedges, and flowers. Completion of courses in horticulture, botany, plant propagation, plant identification, landscaping, or related subjects is 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** one year of full-time paid experience in general gardening work including care of trees, lawns, shrubs, hedges, and flowers.

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