

## **Landscape Crew Leader - 2031**

### **Primary Reason Why Classification Exists**

To perform skilled manual landscaping work for the Parks and Recreation department.

### **Distinguishing Features of the Class**

An employee in this class is responsible for the maintenance of all landscaped areas within the City. Emphasis of the work is on serving as a crew leader with other maintenance personnel engaged in landscape maintenance. This classification also provides manual labor to other divisions such as maintenance of city cemeteries, Greenways, Parks, as well as athletic field turf/grounds maintenance. The incumbent in this class also serves as an advisor to City Tree Board and Appearance Committee. Work is performed with some degree of independence since other supervisory personnel may not be present. Work is supervised by a maintenance or operations supervisor and is evaluated on basis of attaining individual and team performance objectives, quantity and quality of work, safety of crew members, and responsiveness to requests or complaints.

### **Illustrative Examples of Work**

- Performs technical work in designing, planting, and maintaining landscaped areas for all City facilities including parks, athletic facilities, cemeteries, greenways, entrance sign area, and other various beauty spots
- Plans, schedules, maintains the pruning, trimming, and weeding of new and existing landscaped areas; collaborates with other personnel to schedule varied work projects; creates work schedules, calendars, and work orders for landscaping
- Provides training on planting programs including selecting species, landscape design, and site selection; prepares reports of tree planting and tree care techniques
- Assists with Tree City USA program; maintains and help preserve trees in City facilities; implements a cooperative tree planting program including developing materials, brochures, extent of work completed, spending each year; serves as a liaison with the Community Appearance program to create and maintain landscaped areas throughout the City; coordinates the City's effort in the Living Tree Memorial Program; works with City Tree Board, Appearance Commission, and other committees on landscaping and beautification projects; attends meetings, forestry classes, workshops, and clinics
- Keeps track of all work completed including related to utility tree removal; attends meetings and makes recommendations for consideration by the NC Forestry Service
- Plants trees, flowers and shrubs; prices and purchases materials and supplies; installs borders around shrubs and flower beds to landscaped areas in the City; design downtown hanging baskets, planter boxes and containers; mulch and watering areas as needed
- Contacts vendors to secure prices and purchases materials for projects
- Develops and implements grounds fertilization, maintenance, and pesticide application programs for City facilities
- Provides assistance with cemetery crews; locates grave sites; assists with data collection and recording; clears grave sites of old flowers; re-fills sunken graves; sows grass
- Operates various vehicles and equipment, trucks, tractors with various attachments, mowers, weed eaters, shrub/tree pruning equipment, chain saws, and a variety of hand tools; inspects and maintains all vehicles, equipment, tools

- Empties trash cans; picks up litter; clears walks and parking lots; vandalism repairs; mows, trims grass, removes debris at City facilities, Greenways, cemeteries, parks, Depot, parking lots, and other areas; rakes and removes leaves; mulches and water planted/landscaped areas
- Provides assistance to Buildings and Grounds Maintenance Division
- Assists with special events and Holiday decorations
- Performs related tasks as required

### **Knowledge, Skills and Abilities**

- Thorough knowledge of landscaping, turf grass, and grounds maintenance practices
- Thorough knowledge of tree, plant and turf disease and necessary chemicals for remediation
- General knowledge of effective communication principles and practices
- Ability to operate various vehicles, landscaping and mowing equipment as well as small hand tools
- Ability to analyze soil conditions and make recommendations for improvement
- Ability to work outdoors throughout the year
- Ability to establish and maintain effective working relationships with employees, the public, public officials, appointed boards and commissions, and vendors
- Ability to speak before public groups, boards, and commissions and represent the City; ability to use tact, judgment, and discretion when interacting with the public
- Ability to operate a personal computer and associated software; ability to read and write
- Ability to plan and supervise the work of others

### **Physical Requirements**

Work in this class is characterized as heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects. Work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, working, pushing, pulling, lifting, grasping, and repetitive motions. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms' length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

### **Working Conditions**

Employee in this class is subject to both inside and outside environmental conditions, extreme cold (below 32 deg F) and heat (above 100 deg F), noise from motorized maintenance equipment (mowers, cutting devices, etc), vibrations, atmospheric conditions, and oils, greases, fumes, dirt, broken pavement, sharps from metal and glass, and biting or stinging insects and possibly reptiles. Employee must wear hearing/visual protection while performing most field work and may be exposed to blood borne pathogens requiring specialized personal protective equipment.

**Education & Experience**

Graduated from high school or GED equivalency and 3-5 years' experience in landscaping or horticulture; an Associate degree from an accredited community college in Turf grass Management, Horticulture Management, or related degree is desired.

**Special Requirements**

- Valid North Carolina commercial driver's license (CDL-B)
- Licensed Pesticide Applicator's License (Ornamental & Turf)
- First Aid, CPR and AED certifications preferred

**FLSA Status:** Nonexempt (eligible for overtime or equivalent compensatory time at 1½ times the employee's regular weekly rate for all hours worked in excess of 40 hours in the City's official work week and not the employee's work schedule)

**Disclaimer**

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Analysis Questionnaire (PAQ). The employer reserves the right to assign or otherwise modify the duties assigned to the classification.

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