

## **Landscape & Support Services Specialist**

### **Purpose**

The job of Landscape & Support Services Specialist is done for the purpose/s of maintaining grounds and buildings in attractive, safe, and functional condition; providing building support services; and ensuring assignments are completed safely, efficiently, and effectively. This job reports to Supervisor–Landscape & Support Services.

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### **Essential Functions**

- Applies pesticide/herbicide applications for the purpose of preserving the grounds in a healthy and safe condition within city, state and federal requirements.
- Assists in snow removal as required for the purpose of maintaining a safe environment.
- Cleans landscaped areas and related items (e.g. storm drains, walkways, etc.) for the purpose of preventing flooding and removing trash or hazards.
- Collaborates with Supervisor-Landscape & Support Services and other site administrators for the purpose of coordinating timing of work performed (e.g. adjusting irrigation schedules, spraying schedules, and field preparations).
- Informs supervisor regarding procedures and/or status of work orders for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with health and safety regulations.
- Inspects and maintains fire extinguishers and playgrounds as assigned for the purpose of ensuring compliance with reporting requirements and ensuring equipment is functional and meets city, state and District requirements.
- Maintains assigned tools, equipment, and vehicles (e.g. schedules maintenance, cleans, performs daily vehicle inspections, etc.) for the purpose of ensuring that vehicles, tools, equipment, and vehicles are in safe operating condition.
- Maintains and improves landscaping, athletic fields, parking lots, sidewalks, sprinkler systems (e.g. mow/trim lawns, rake leaves, pick up trash, plant/prune trees/hedges, patch asphalt parking lots, tear out and replace broken sidewalks, repair irrigation systems, etc.) for the purpose of preserving grounds in a healthy, attractive and safe condition.
- Operates heavy equipment (e.g. trucks, tractors, mowers, back hoe, dump trucks, scissor lift, etc.) for the purpose of maintaining District grounds and buildings.
- Performs routine manual labor (e.g. demolition, construct walls, repair roofs, install cabinets, remove and install plumbing fixtures, concrete and asphalt repairs, repair sprinkler systems, etc.) for the purpose of assisting Facilities & Operations department staff in completing projects safely, efficiently, and in a timely manner, and preserving buildings in healthy, attractive and safe condition.
- Prepares reports (e.g. work order system, preventive maintenance system, pesticide application records, fire extinguisher inspection records, etc.) for the purpose of providing documentation required by state and federal governments.
- Procures materials, supplies and equipment for the purpose of ensuring that adequate materials are available to complete assignments in a timely manner.
- Transports various items (e.g. sand, dirt, furniture, equipment, supplies, fertilizer, etc.) for the purpose of providing materials at job site and between school sites as required to complete tasks.

**Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in building and grounds maintenance including tractors and attachments, weed whips, mowers, hand & power tools, fork lifts, bucket truck, snow plow, trailer, etc.; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: method of preparing and maintaining various plants, shrubs, lawns, trees, asphalt, concrete, parking lots, fencing, irrigation systems, etc.; and safety practices and procedures.

ABILITY is required to schedule activities; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals; work with a variety of data; and utilize a variety of types of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; working under time constraints; and communicating with diverse groups.

**Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 25% sitting, 60% walking, and 15% standing. The job is performed under temperature extremes and under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience with increasing levels of responsibility is desired.  
**Education:** High school diploma or equivalent.  
**Equivalency:**

**Required Testing:**

None identified

**Certificates and Licenses:**

Valid Driver's License & Evidence of Insurability  
Pesticide Applicator's License within 6 months of hire  
Asbestos Certification within 6 months of hire  
CPR/AED First Aid Certificate within 30 days of hire

**Continuing Educ. / Training:**

Up to two certifications in a specialty area will be required per discretion of Director-Maintenance Department

**Clearances:**

Criminal Justice Fingerprint/Background Clearance  
MVR (Motor Vehicle Record) Clearance

**FLSA Status**  
Non Exempt

**Approval Date**  
09/24/2015

**Salary Grade**  
48

**I have read and understand the scope of the job and hold the minimum requirements:**

**Employee Name (Please Print):** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_