

GROUNDKEEPER III

DEFINITION

To supervise one or more crews and perform skilled work in construction and grounds keeping.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level position. Positions in this class are distinguished from those in the lower class of Groundskeeper II by the requirement to direct, supervise and coordinate one or more crews in the performance of a variety of complex landscape construction and tree trimming and removal activities requiring the use of light and heavy equipment; or to direct and coordinate the activities of two or more crews; or by the performance of skilled craft work in addition to directing the work of a crew. Work assignment received may be of a general nature requiring the exercise of judgment and initiative in the independent planning, scheduling and prompt completion of the work. Incumbents are expected to exercise effective supervision of subordinate personnel and may be required to perform duties similar to those performed by a Groundskeeper I, Groundskeeper II or, Tree Trimmer. The Groundskeeper III is also expected to be the liaison between the Landscape Division and landscape contractors in ensuring contract compliance and solving issues. In addition, the Groundskeeper III has primary responsibility for investigating and reconciling citizens' complaints related to the street tree program and for coordinating the activities of this section with other Departments and Divisions within the City.

SUPERVISION RECEIVED

General supervision is provided by the Landscape Maintenance Manager.

SUPERVISION EXERCISED

Provides working lead direction to Laborers, Groundskeeper I, Groundskeeper II and Tree Trimmers.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Exercises independent judgment in calculating materials, supplies, and equipment needed for specific projects, and ensures the availability of same.

Participate in the maintenance and repair of landscaped areas, irrigation systems and related facilities. Plans and schedules specific activities to be accomplished by crews under his or her supervision and sees to the prompt and efficient completion of the work.

ESSENTIAL DUTIES (continued):

Assists in trimming and removing trees, stumps and roots. Teaches and enforces safety regulations.

Operates and trains others in the operation of a variety of light, moderate and heavy equipment used in landscape construction and tree maintenance including maintenance and cleaning equipment and related hand and power tools.

Works from landscape plans and blueprints in performing cut and fill and finish grading in landscape projects.

Responds to service calls and complaints from the public and makes recommendations to the Landscape Maintenance Manager.

Acts in Landscape Maintenance Manager's absence as needed to exercise effective supervision of subordinate personnel.

Performs heavy physical labor.

Acts as liaison between City and landscape contractors to ensure contract compliance and issue resolution.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Basic materials, methods, and terminology used in the maintenance and repair of landscaped areas including trees, irrigation systems and associated facilities.

Safety procedures and techniques.

The operation and use of a variety of hand and powered tools used in performing groundskeeping work.

Methods of planting, transplanting, watering, spraying, trimming and removing trees, shrubs, flowers and lawns.

Programming, installation and maintenance of evapotranspiration and weather-based irrigation controllers.

Elementary principles of effective supervision.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Ability to:

Supervise the activities of one or more crews and work independently without direct supervision.

Perform a variety of skilled and semiskilled groundskeeping tasks.

Follow verbal and written directions and work from sketches and drawings.

Use hand and power tools and equipment.

Perform heavy physical labor.

Maintain written records.

Work various schedules.

Establish and maintain effective interpersonal relations with co-workers, the public and contractors.

Cope with different situations and changing priorities.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three (3) years of experience in tree trimming, irrigation and landscape maintenance and groundskeeping work. One year of supervisory experience as a leadworker is preferable but not required.

Education: Equivalent to completion of the twelfth (12th) grade. Supplemental courses in Horticulture or related field is desirable.

Licenses and Certificates: Possession of a valid Class C California Driver's License. Must obtain Class B License during probationary period. Depending upon assignment, a Class A Driver's License and/or a California Tanker Endorsement may be required. Must obtain an Agricultural Pest Control Applicator's License in at least one category within one year from date of hire.

SPECIAL REQUIREMENTS

Essential duties require the following mental and/or physical ability to: work in variable indoor and outdoor conditions; tolerate exposure to outdoor elements in all weather conditions (e.g. heat, cold, and rain) throughout the year; work in confined workspaces, and be able to tolerate some exposure to varying amounts of vibration and equipment noise, pesticide chemicals, gas, oil and PVC glue and mechanical hazards; frequent standing and walking and occasional kneeling, crouching, stooping, twisting of the upper body, climbing; handling equipment; digital dexterity; perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; ability to safely lift and move equipment weighing up to 80 pounds; converse by telephone, email, in person and be clearly understood; read and comprehend technical and complex documents; and interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

343CS94

September 1976

Revised March 1994

Revised August 2016

AAP GROUP: 18

FPPC STATUS: Non-Designated

FLSA STATUS: Non-exempt