VALLECITOS WATER DISTRICT

LANDSCAPE MAINTENANCE WORKER I/II

DEFINITION

Under general supervision, performs a variety of responsible landscaping, grounds maintenance, and vegetation management work on District properties; performs general maintenance and equipment operation duties; performs related work as assigned.

CLASS CHARACTERISTICS

Landscape Maintenance Worker I is the entry level class in this series. Initially under close supervision, incumbents learn and perform a variety of duties in maintaining landscaped areas, irrigation systems, and vegetation management work at District facilities. This class is alternately staffed with Landscape Maintenance Worker II and incumbents may advance to the higher level after gaining experience and job knowledge which meet the requirements of the higher level class.

Landscape Maintenance Worker II is the journey level class in this series, with incumbents fully competent to perform assigned tasks skillfully and safely with minimal supervision. The application of a variety of chemical substances for vegetation and pest control, and the operation of power equipment for landscape maintenance are regular responsibilities of this class.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

- Maintains landscaped areas at all District locations including buildings, pump stations, reservoir sites, and treatment plant; plants transplants, removes, stakes, fertilizes, cultivates, waters, and sprays pesticides and herbicides on flowers, shrubs, and trees; mows, weeds, trims, rakes, waters, aerates, fertilizes, grades, renovates, and re-seeds grass areas;
- Monitors the operation of the irrigation systems; programs and sets timers according to seasons and special needs; repairs and troubleshoots sprinkler heads and valves; installs PVC lines and heads for new or established plants;
- Estimates labor needs for projects; schedules and arranges CalFire crews as necessary; directs work of CalFire crews on District sites;
- Mixes herbicides to control the growth of vegetation on and around District facilities and rights-of-way following specific directions; operates truck-mounted or individual spray units to apply chemicals in designated locations;
- Researches materials and parts; creates work orders utilizing CMMS; inputs and maintains accurate records and logs, using appropriate computer software;
- Inspects assigned areas, corrects or reports safety hazards; cleans and maintains grounds; clears brush, weeds, and debris from ground and open areas; maintains landscaped areas in an attractive condition by fertilizing, mulching, and raking; prepares soil and plants new landscaping according to a defined plan; removes overhanging branches or downed trees;
- Operates a variety of hand and power garden tools and equipment including hand and power mowers, small tractors, generators, weed cutters, chippers, spreaders, edgers, blowers, hedge trimmers, chain saws, rakes, shovels, hoes, brooms, and other tools;
- Operates assigned vehicles skillfully and safely; inspects and fuels vehicles; reports the need for repairs and service; observes safe driving practices; operates and maintains a wide variety of hand and power tools and equipment related to work assignments;
- Secures work sites from hazards as needed; attends safety meetings; stores and applies pesticides, herbicides, and fungicides in a safe manner;
- Operates copiers and a variety of office equipment;
- Performs duties in a professional manner and works well with others or in a team setting;
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public;
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities;
- Observes safe work practices and safety methods; performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge, Skills, and Abilities

Knowledge of:
- Methods and techniques of planting, transplanting, cultivating, pruning, and maintaining a variety of lawns, ground cover, plants, shrubs, hedges, and trees; use and care of common hand tools;
- Characteristics and care of common plants, trees, and grass grown in Southern California;
- Principles and practices of irrigation systems;
- Basic arithmetic, including proportions and volume; use and application of a variety of herbicides for vegetation control;
- Operation and minor maintenance of various vehicles and equipment used in grounds maintenance work;
- Safety precautions pertaining to the work, including proper handling of hazardous chemicals;
- Practices and procedures of general maintenance work.

Ability to:
- Safely use and maintain landscaping tools and equipment; complete forms and maintain accurate records;
- Perform varied vegetation control and landscape maintenance work in a safe, efficient manner, sometimes in extreme weather conditions; apply pesticides effectively and safely;
- Perform a variety of grounds maintenance and vegetation control activities;
- Follow oral and written directions; communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with other employees and those contacted in the course of the work.

Education & Experience

Any combination of education or experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be: high school graduation or equivalent and:

- **Landscape Maintenance Worker I**: one year experience in professional landscape maintenance work, including pesticide application.
- **Landscape Maintenance Worker II:** two years of experience in professional landscape maintenance work at a level equivalent to the District’s class of Landscape Maintenance Worker I.

**Licenses, Certificates, and Special Requirements**

- Possession of, or ability to obtain, a Class C California driver’s license, and a satisfactory driving record.
- **Landscape Maintenance Worker II:** a Qualified Applicator Certificate with pest control category B and C is required.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees may be required to wear and/or use personal protective and other safety equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: While performing the duties of this job, the employee is regularly required to use hands to finger, grasp, handle, feel, and use repetitive motions in order to operate objects, tools, equipment, or controls. Employees are frequently required to stand, walk, talk, hear, reach, bend, twist, climb or balance, stoop, kneel, crouch, or crawl. Employees are frequently required to lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this position include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

Environment: Employee regularly: works outdoors, exposed to sun, temperatures above 80 degrees, and other weather conditions; works in areas with large amounts of dust; exposed to common allergy-causing agents; exposed to hazardous materials, such as pesticides. Employee frequently: works with equipment causing pronounced vibration; works on slippery or uneven surfaces. Employee occasionally gets part of body and/or clothes wet. Some work done at a height of 12 feet above ground. Intermittent work in cramped or confined positions.

I have reviewed this Job Description with my Supervisor and agree with its contents.

______________________________________________________________________________

Employee Signature Date

______________________________________________________________________________

Supervisor Signature Date

*The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.*