

## LANDSCAPING SUPERVISOR

### DEFINITION

Supervises track and field and large turf reconditioning, weed abatement, other centrally managed landscape work on District properties.

### TYPICAL DUTIES

Supervises crews engaged in the mowing, reconditioning and renovation of athletic fields, baseball diamonds, running tracks, jumping pits, and runways.

Supervises, assigns, inspects, and evaluates the work of assigned staff.

Monitors, inspects, and reviews work performed by contractors.

Schedules and coordinates the work of field reconditioning, landscaping, and mowing crews with Area Maintenance and Operations personnel, physical education instructors, and school administrators in accordance with priority of need, availability of school grounds, and weather conditions.

Plans and coordinates with community representatives, contractors, vendors, and the public in planning and scheduling of gardening and landscaping projects.

Estimates labor, equipment, and material costs; writes job and material orders; and maintains cost and other records.

Tests gardening materials and equipment, including fertilizers, sod cutters, power equipment, tractors, and riding movers.

Supervises the minor repair of gardening tools irrigation systems, and power equipment.

Recommends or selects equipment, materials, and supplies used by gardening and landscaping personnel and assists in their testing and procurement.

Inspects gardening and related work and prepares required reports.

Trains and provides orientation to work crew in the proper and safe use of tools, equipment, and materials, and in proper and safe work procedures and habits.

Reviews, evaluates, and implements laws, regulations, and standards.

Confers with personnel of the Design and Construction Branch to provide technical advice and assistance in the preparation, interpretation, and change of plans and specifications for new landscaping, tracks, turfed athletic areas, clock control sprinkler systems, and other facilities.

Advises school administrators, officials, and civic groups regarding gardening hazards or problems.

Investigates accidents and recommends preventative measures.

Evaluates staff performance and conducts progressive discipline procedures when needed.

Allocates resources for projects.

Investigates accidents and develops and implements corrective and preventative measures.

Enters work orders and requisitions data utilizing computer systems.

Communicates with District staff, consultants, and the public.

May act in place of a higher-level supervisor in case of absence.

May participate or assist in obtaining contracts from private vendors.

May inspect landscape contract work and represent the District in dealing with contractors.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Landscaping Supervisor supervises track and field reconditioning and mowing, weed abatement, and other centralized gardening activities in the maintenance of athletic fields and large turf areas on school properties throughout the District.

A Maintenance Manager supervises an assigned maintenance services unit or one of its satellite-organizations.

A Gardener performs maintenance gardening for a group of schools or office buildings, and works under the general supervision of a Principal Gardener, Tractor Mower Operator, or Power Spray Operator.

## SUPERVISION

General supervision is received from the Maintenance Manager. Supervision is exercised over employees in the classes of Tractor Mower Operator, Tractor Operator, and Gardener. Technical supervision is exercised over lower level staff in the gardening series.

## CLASS QUALIFICATIONS

### Knowledge of:

Principles of organization, personnel management, and progressive disciplinary procedures  
Characteristics and care of trees, shrubs, flowers, lawns, and athletic turf areas adapted to the climate of the Los Angeles area  
Methods of grounds and exterior athletic facility maintenance and gardening such as landscaping and design, planting, pruning, fertilization, irrigation, and weed control  
Maintenance and operations of gardening and related equipment  
Grading, leveling, dimensions, and drainage of athletic fields and baseball diamonds  
Various types of soil found in the Los Angeles area and the use and application of topsoils  
Soil erosion and its control  
Planting and transplanting of trees and shrubs  
Management of plant pests and diseases without the use of pesticides or herbicides, in accordance with the District integrated pest management policy  
Weed abatement methods in accordance with the District integrated pest management policy  
Health, safety, and other laws, regulations, district policy, procedures, personnel rules, collective bargaining agreements, and other requirements affecting gardening, landscaping and related activities  
Microsoft Windows operating systems  
Microsoft Word, Excel, and Outlook

### Ability to:

Plan, coordinate, schedule, supervise, and inspect landscaping operations  
Effectively provide training, orientation, coordination, guidance, and discipline to staff  
Analyze work methods, equipment, and other aspects of gardening and related activities  
Prepare reports and write clear, concise instructions  
Work cooperatively with administrators, other District personnel, and the public  
Interpret and work from landscape plans and blueprints  
Enter and retrieve information using computers  
Communicate effectively, both orally and in writing  
Use appropriate types of soil, fertilizer, and pest and weed management materials in proper proportion and sequence  
Prepare estimates of job and material costs and maintain accurate cost records  
Supervise effectively

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency. Successful completion of college-level courses in turf management, landscape management, horticulture, supervision, organization, management or eight sessions of Los Angeles Unified School District's Organizational Excellence Supervisor Certificate Program is desirable.

### Experience:

Four years of experience in gardening operations including landscaping and design, planting, pruning, fertilization, and maintenance of large scale formal landscaped areas. Experience must include planning and coordinating public gardening, and landscaping projects and renovation of athletic fields.

### Special:

A valid California Driver License and use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or to change typical duties of a position at any time.

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LKD