

GARDENING SUPERVISOR	4172
ASSISTANT GARDENING SUPERVISOR	4173

#### DEFINITION

Manages the overall gardening operations at schools and other sites throughout the District. Supervises, assigns, and evaluates the work of the centralized gardening staff and provide technical work direction to site-based gardening staff. The Assistant Gardening Supervisor assists the Gardening Supervisor in performing these duties and acts as Gardening Supervisor during absences.

#### TYPICAL DUTIES

- Supervises and plans gardening operations, including landscaping and design, planting, fertilizing, pruning, weed eradicating, irrigating, lawn renovating, stabilization of slopes, mowing, and cleaning of grounds.
- Directs and monitors the operations of work crews engaged in a variety of gardening and ground maintenance projects on District grounds and facilities.
- Develops, reviews, and revises work schedules with the concurrence of principals and other administrators.
- Plans and coordinates with community representatives, contractors, vendors, and the public in planning and scheduling of gardening and landscaping projects.
- Inspects gardening and related work and prepares required reports.
- Provides emergency gardening and related services, such as removal of fallen tree branches and other debris that create fire and safety hazards to students, employees, and the public.
- Trains and provides orientation to work crews in the proper and safe use of tools, equipment, and materials, and in proper and safe work procedures and habits.
- Evaluates staff performance and conducts progressive discipline procedures when needed.
- Recommends and controls the allotment of gardening and related labor hours for sites.
- Investigates accidents and recommends preventive measures.
- Identifies and evaluates equipment, supplies, and techniques.
- Conducts studies regarding gardening and related procedures and equipment, and recommends purchase of supplies, equipment, and related items.
- Coordinates resolution of weed and other pest management issues relating to gardening functions in accordance with District Integrated Pest Management policy and State regulations.
- Participates or assists in obtaining gardening services contracts from private vendors and interacts with, coordinates, and inspects the work of contractors.
- Reviews, evaluates, and implements laws, regulations, and standards.
- May act for the Landscaping Supervisor in case of absence.
- Performs related duties as assigned.

#### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Gardening Supervisor manages the overall gardening operations at schools and other sites throughout the District and supervises, assigns, and evaluates the work of the centralized gardening staff and provides technical work direction to site-based gardening staff. An Assistant Gardening Supervisor assists the Gardening Supervisor in performing these duties and acts for the Gardening Supervisor during absences.

The Operations Program Manager is responsible for the day-to-day management of the Districts centralized gardening, landscaping, tree trimming, and pest management programs.

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.

## SUPERVISION

General direction is received from the Operations Program Manager. The Gardening Supervisor provides general direction to the Assistant Gardening Supervisor. The Assistant Gardening Supervisor exercises general supervision over gardening staff and other lower-level employees.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles of organization, personnel management, and progressive disciplinary procedures
- Plants suited to the climate of the Los Angeles area
- Soils, fertilizers, and chemical preparations used in gardening operations
- Control of diseases and pests in plants, lawn, and turf grass areas in accordance with the District Integrated Pest Management
- Methods of grounds maintenance and gardening such as landscaping and design, planting, pruning, fertilization, irrigation, and weed control
- Maintenance and operation of gardening and related equipment
- Health, safety, and other laws, regulations, district policy and procedures, and requirements affecting gardening, landscaping, and related activities

### Ability to:

- Plan, coordinate, schedule, supervise, and inspect gardening related operations
- Recognize and deal effectively with personnel problems
- Analyze work methods, equipment, and other aspects of gardening and related activities
- Estimate cost of plant materials and labor
- Communicate effectively, both orally and in writing
- Work cooperatively with administrators, other District personnel, and the public
- Provide formal training to gardening personnel

## 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, and management is preferable.

### Experience:

#### Gardening Supervisor

Three years of experience in supervising gardening operations including landscaping and design, planting, pruning, fertilization, and maintenance of large scale formal landscaped areas. Experience must include planning and coordinating gardening and landscaping projects.

### Assistant Gardening Supervisor

Two years of experience in supervising gardening operations including landscaping and design, planting, pruning, fertilization, and maintenance of large scale formal landscaped areas. Experience must include planning and coordinating gardening and landscaping projects.

#### Special:

A valid California Driver License.  
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 change typical duties of a position at any time.

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