

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

<b>TITLE:</b>	Laborer-Gardener Assistant Supervisor	<b>CLASSIFICATION:</b>	Classified Non-Management (SEIU/Operations Support)
<b>SERIES:</b>	None	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	0673	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Facilities and Maintenance	<b>SALARY:</b>	Flat Rate Salary Schedule C1
<b>REPORTS TO:</b>	Assigned Supervisor	<b>BOARD APPROVAL:</b>	01-01-65
		<b>BOARD REVISION:</b>	05-82 04-27-87
		<b>HR APPROVAL:</b>	06-11-10

**BASIC FUNCTION:**

Perform skilled gardening work, and operate riding and various push mowers, edgers, blowers, chain saws, power pruners, and other power equipment to perform grounds maintenance and gardening work around district schools, facilities, and buildings; perform general laboring tasks related to grounds and garden maintenance; train and provide work direction to assigned staff.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Perform skilled gardening work, and operate riding and various push mowers, edgers, blowers, chain saws, power pruners, and other power equipment to perform grounds maintenance and gardening work around district schools, facilities, and buildings; perform general laboring tasks related to grounds and garden maintenance. **E**

Train and provide work direction to assigned staff; assure work completed and in progress comply with applicable laws, rules, and regulations; coordinate work with other shops; monitor contract work. **E**

Complete daily work sheets for assigned staff; maintain monthly work orders; track in progress and completed jobs; respond to after-hours emergency situations as directed. **E**

Rake, edge, weed, plant, fertilize, and water lawns; prepare ground for planting; plant, fertilize, water, trim, and plant shrubs, trees, hedges, and flowers; weed planted areas; perform minor repairs on sprinkler heads. **E**

Operate and maintain riding and push mowers and other landscaping machinery, tools, and equipment; make minor repairs as necessary. **E**

Calibrate materials for spraying and applying fertilizer; utilize various chemical, herbicide, or pesticide applications. **E**

Operate a hand pump sprayer to apply herbicides and control weeds; assure the safe application of herbicides according to established procedures; wear protective equipment/clothing when applying herbicide according to law. **E**

Record herbicide and pesticide spray logs; prepare notification to schools/sites of spray schedule; maintain records of chemical applications as required. **E**

Renovate and prepare athletic field; chalk field for all sports. **E**

Operate and maintain a variety of specialized hand and power tools and equipment; maintain belts, blades, and hoses; drive a district vehicle to conduct work; maintain vehicle so that it is safe, orderly, and well-stocked; lift and carry heavy objects, and perform heavy physical labor. **E**

Perform general laboring tasks related to grounds and garden maintenance, such as trimming fence lines, dragging large piles of debris from school sites; stabilize, raze, and lift trees and plants. **E**

Participate in training for equipment maintenance; provide general preventive maintenance of gardening equipment. **E**

Report broken equipment, cracked concrete, weather damage, and safety hazards to other trades; maintain daily logs, and record equipment usage and daily time on school site. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

#### **TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: graduation from high school, and four years of gardening or building and grounds maintenance experience, preferably including experience or training related to horticultural work.

#### **LICENSES AND OTHER REQUIREMENTS:**

Hold a valid California Class C driver's license; employee entrance evaluation (lifting test). Attend classes on pesticide and herbicide usage and asbestos awareness within six months of employment.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Landscaping gardening work including familiarity with common varieties of plants and their proper care.

Basic grounds maintenance procedures including mowing, spraying, edging, raking, and weeding.

Pest and weed control chemicals, materials, and techniques.

Operation and maintenance of hand and power tools and equipment used in grounds keeping.

Basic recordkeeping.

Principles of training and providing work direction.

Laws, rules, and regulations related to the application of herbicides and pesticides.

Health and safety regulations.

##### **ABILITY TO:**

Perform skilled gardening work.

Train and provide work direction to others.

Accurately estimate labor and material costs.

Mow, edge, water, weed, fertilize, rake, and cultivate lawns, flowerbeds, athletic fields, and other landscaped areas.

Operate hand and power tools and equipment used in grounds keeping.

Operate a hand pump sprayer to apply herbicides and control weeds.

Wear appropriate protective suit and respirator as required.

Calibrate materials for spraying and applying fertilizer.

Perform minor maintenance of small engine equipment.

Operate a vehicle, observing legal and defensive driving practices.

Perform basic mathematical calculations.

Lift and carry heavy objects and perform heavy physical labor according to safety regulations.

Understand and follow oral and written instructions.

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Outdoor work environment; regular exposure to fumes, dust, and odors; exposure to adverse weather conditions; work around students, staff, and parents; drive a vehicle to conduct work; noise from equipment operation.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to exchange information; dexterity of hands and fingers to operate ground equipment and tools; reach overhead, above the shoulders, and horizontally; walk over rough or uneven surfaces; ascend and descend ladders; bend at the waist; lift, kneel, twist, climb, and crawl; carry, push, or pull equipment; heavy physical labor.

**SAMPLE HAZARDS:**

Subject to noise and fumes from equipment operation; exposure to chemicals, sun, insect bites, animal waste, gopher holes and uneven surfaces, flying debris, traffic congestion; work at heights from ladders.

*(Title Change: Laborer-Gardener Assistant Foreperson)*

**APPROVALS:**

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Robert R. Garcia, Chief Human Resource Officer

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Date

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Jonathan P. Raymond, Superintendent

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Date