

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Landscape Operations Program Supervisor	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Physical Plant Operations	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	042 Supervisors'
REVISED:	October 27, 2008		

BASIC FUNCTION:

Plan, organize, and supervise the functions of the landscape operations program in conjunction with zone managers including landscape maintenance, installation of new landscaping, and contracted services; coordinate program services with site administrators and other district staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. 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 principal job elements.)

E = Essential Functions

Provide leadership and direction for the activities and personnel of the landscape operations program. **E**

Develop, implement, and interpret policies and procedures for program services. **E**

Review and resolve issues related to program services or personnel at district or leased sites, and provide information to site administrators and other district staff, parents, and the public. **E**

Keep abreast of changes in technology and techniques, and plan and conduct programs of testing and evaluation of new products, processes, procedures, and methods for use in landscape operations. **E**

Assist in the development of landscape budget including assigned responsibilities for personnel, labor, materials, tools, equipment and rolling stock. **E**

Exercise control for effective use of budgeted funds. **E**

Maintain a variety of records and prepare reports for department use. **E**

Review plans for landscaping at school sites and other district facilities. **E**

Develop work formula measurements of new sites or revises formula to accommodate new conditions at present district sites. **E**

Develop and oversee contracts for tree trimming projects and recycling. **E**

Coordinate with custodial operations program staff the work assignment of San Diego County Probation Department and Sheriff's Department workers. **E**

Ensure safety practices and regulations are followed. **E**

Coordinate procurement of materials and equipment with district purchasing department or with vendors. **E**

Assign, supervise, and evaluate the work of assigned landscape staff. **E**

Identify training needs, conduct inservice training, and oversee promotional testing of staff. **E**

Work with supervisory staff to resolve personnel issues including disciplinary actions. **E**

Establish and maintain within district policy and negotiated contracts proper accounting controls for time reporting. **E**

Act as contact person for regulatory agencies, county inspection agencies, and county recycling agencies. **E**

Assist Human Resource Services Division with recruitment, written performance examinations, interviews, and other processes for hiring and assigning staff to landscape operations program. **E**

Drive a district vehicle. **E**

May estimate labor and material costs.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to four years of recent experience as a Landscape Services Supervisor, combined with successful completion of formal training or education in supervision or management practices.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Landscape environment such as horticulture, soil characteristics, and conditions affecting landscape vegetation including requirements for nutrients, water, and care.

Irrigation installation and maintenance practices.

Pest and herbicide control techniques.

Equipment, tools, materials, and techniques used in all phases of landscape program.

State Department of Agriculture rules, regulations, and procedures.

Proper safety practices and regulations.

Reading and writing English communication skills.

ABILITY TO:

Plan, organize, supervise, and evaluate the work of staff.

Read blueprints and specifications.

Estimate labor and material costs and control assigned segments of department budget.

Establish and maintain effective working relationships with all levels of district staff, the public, regulatory agencies, and vendors.

Plan and organize work.

Meet schedules and time lines.

Maintain records and prepare reports.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environments.

PHYSICAL REQUIREMENTS:

Strength and energy sufficient to maintain an active work schedule involving driving and/or physical exertion; hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally as needed; lifting light to moderately heavy objects.

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