

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Landscape Projects Coordinator	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Facilities Management	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	040 OSS
ISSUED:	November 12, 2002		

BASIC FUNCTION:

Plan, organize, and coordinate the design and installation of irrigation and landscape projects and leads the work of assigned 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

Lead, plan, organize, and participate in the work of irrigation and landscape projects. **E**

Coordinate and schedule the work of landscape staff, prioritize requests and maintain a master schedule of landscape projects. **E**

Determine work methods to be used and the equipment, material, and support needed to accomplish the assigned project. **E**

Visit sites to assess work to be completed or in progress. **E**

Estimate labor and material costs. **E**

Maintain a variety of records on labor, material, and equipment and prepare reports. **E**

Read blueprints and prepare sketches or layouts. **E**

Instruct and advise landscape personnel on proper techniques for preparing areas for planting. **E**

Lead the work of assigned staff and provide input to employee evaluations. **E**

Schedule projects for community service workers in conjunction with the San Diego County Probation Department and Sheriff's Department. **E**

Schedule and coordinate work with that of other maintenance and operations programs and with school personnel. **E**

May inspect progress and completed work of landscape contractors for adherence to plans and specifications.

Contact appropriate agencies regarding related business issues and meet with outside contractors and vendors as part of project services. **E**

Conduct safety and training meetings. **E**

Attend training seminars and courses to remain current in leadership skills and in the latest techniques and technology of the landscape maintenance industry. **E**

Drive a vehicle and may operate a variety of landscape power equipment. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to completion of courses in landscape design or horticulture and three years of recent, full-time, paid journey-level landscape experience.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license appropriate to the type of equipment and/or vehicle operated.

Availability of private transportation (mileage expense allowance provided).

Personality and character suitable for working in schools.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

The tools, equipment, materials, methods, and standards common to landscape and irrigation design and construction.

All phases of horticulture and soil characteristics.

Safety methods and practices.

Reading and writing English communications skills

ABILITY TO:

Plan, organize, coordinate, and schedule the work of staff.

Estimate labor and material requirements.

Read and interpret blueprints.

Design sketches and drawings.

Lead the work of others.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records and prepare reports.

Work independently with little direction.

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

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environments.

PHYSICAL REQUIREMENTS:

Strength and energy sufficient to maintain a rigorous work schedule involving driving and/or continuous, heavy physical exertion; hearing and speaking to exchange information; seeing to perform assigned duties; 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 heavy objects.

NOTE: Incumbents in this job class may be required to have available and operate a personal vehicle capable of hauling heavy and/or bulky materials as defined in Administrative Procedure 2510 (mileage expense and vehicle allowance provided).

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