

# SAN DIEGO UNIFIED SCHOOL DISTRICT

## POSITION DESCRIPTION

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<b>TITLE:</b>	Manager, Landscape Services	<b>REPORTS TO:</b>	Director, Physical Plant Operations
<b>DEPARTMENT:</b>	Physical Plant Operations	<b>CLASSIFICATION:</b>	Classified Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	024
<b>ISSUE DATE:</b>	February 27, 2007		

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### **BASIC FUNCTION:**

Plan, coordinate, construct, repair, and maintain the various grounds development, maintenance, and preventive maintenance systems in the District.

### **REPRESENTATIVE DUTIES:**

Plan, coordinate, construct, repair and maintain the various grounds development, maintenance, and preventive maintenance systems in the school district; manage the District's Integrated Pest Management Program. *E*

Estimate materials, supplies, manpower, and total costs for District landscape projects; prepare contract specifications for all site improvements. *E*

Prepare a master work schedule and crew assignments; assign the work to the various grounds crews according to work orders. *E*

Inspect work frequently for materials, progress, safety, cleanliness, quality of workmanship, and conformance to plans, specifications, and codes; clarify interpretation with relation to plans and specifications. *E*

Provide a full report of work activities to the Director, Physical Plant Operations. *E*

Advise the Director, Physical Plant Operations of any or all problems requiring further discussion or clarification. *E*

Prepare, review, monitor, and manage the Landscape Services budget. *E*

Write material, equipment and repair specifications; order materials as needed and make recommendations of supplies and equipment for purchase. *E*

Maintain necessary personnel and other records related to the assignment. *E*

Evaluate new materials, equipment and processes as to their utilization in the District.

Manage outside purchased services, including tree trimming, mowing, athletic field striping, and sod installation; monitor the balance of in-house expenditures against outside purchased services. *E*

Manage the purchase of all grounds equipment, supplies, chemicals and material. *E*

Monitor the work of site-based grounds personnel to ensure consistency in training, methods, and results. *E*

Coordinate all grounds activities with the appropriate site administrators, athletic directors, area directors and area superintendents. *E*

Interview, hire, train, and supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action. *E*

Participate in training programs offered to increase skill and proficiency related to assignments. *E*

Review current developments, literature, and technical sources of information related to job responsibility. *E*

Operate computer and assigned software programs; operate other office equipment as assigned. *E*

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

A combination of training, experience, and/or education equivalent to a bachelor's degree in horticulture, landscape architecture or technology, or directly related field, and four (4) years of recent directly related, progressively responsible experience; experience must include three (3) years in a supervisory capacity involving public works or commercial construction projects in landscaping. Journeyman's license or certification as applicable preferred; formal training or experience in Integrated Pest Management is desirable. Possession of a valid California Landscape Architect's license is highly desirable.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license and availability of private vehicle.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organizing, controlling and direction of the program management activities of the Landscape Services Department.

Current horticulture practices and modern techniques, materials, and equipment used in landscape maintenance.

Integrated Pest Management Programs and concepts.

Pest and herbicide control techniques.

Safety methods and practices.

Technical aspects of field of specialty.

Sound management practices.

Business principles and school administration.

Budget preparation and control.

Policies, rules, and regulations pertinent to landscape operations.

Oral and written communication skills.

Principles and practices of administration, supervision, and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience, and courtesy.

Operation of a computer and assigned software.

**ABILITY TO:**

Plan, organize, control and direct the daily program management activities of Landscape Services.

Initiate concepts for action, analyze problems, and make decisions.

Achieve the District's Integrated Pest Management initiatives.

Communicate effectively with the Board of Education members, staff, business community, public, and government agencies both orally and in writing.

Develop and monitor complex budgets.

Interview, hire, train, develop, and evaluate the performance of assigned staff.

Review existing and pending legislation related to procedural guidelines and safety as it relates to Landscape Services.

Maintain current knowledge of applicable provisions of applicable federal, state, and district laws, rules, and regulations.

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

Establish and maintain cooperative and effective working relationships with others including the public.

Analyze situations accurately and adopt an effective course of action.

Direct the maintenance of a variety of reports and files related to assigned activities.

Operate a computer and assigned software.

Read blueprints and specifications.

ABILITY TO continued:  
Maintain records and prepare reports.  
Estimate labor and material costs.  
Meet schedules and time lines.

**WORKING CONDITIONS:**

ENVIRONMENT:  
Indoor office and outdoor environments.

**PHYSICAL REQUIREMENTS:**

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to perform assigned duties; lifting light objects.

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