

## LANDSCAPE MAINTENANCE CREW LEADER

### General Statement of Duties

Performs technical and skilled landscape work in the design, layout and maintenance of Town parks, gardens and other public areas.

### Distinguishing Features of the Class

An employee in this class is responsible for organizing, assigning, and leading employees engaged in landscaping maintenance activities for the Town. Work is characterized by leading and participating in the daily work functions of staff engaged in mowing, trimming, edging, mulching, weeding, irrigation, plan installation, and equipment maintenance. Employee is subject to hazards associated with public works including working in both inside and outside environments, extreme hot and cold weather, and exposure to various hazards such as loud noises, vibration, moving mechanical parts, electrical current, chemicals, fumes, odors, dusts, mists, gases, poor ventilation, and oils. Work is frequently performed in close quarters and requires the use of small to medium sized equipment. Work may subject the employee to human body fluids and thus the work is subject to the final OSHA requirements on blood borne pathogens. Work is performed under regular supervision is evaluated through conferences and observation of work completed. This position has been deemed Safety Sensitive.

### Duties and Responsibilities

#### Essential Duties and Tasks

Plans, organizes, and makes work assignments; leads and participates in mowing, trimming, edging, pruning, weeding, irrigation, mulching, and related landscape maintenance activities.

Plans for plant material needs on an annual basis and schedules plantings accordingly; orders plant materials and other supplies following approved budget.

Leads and participates in irrigation, planting, fertilizing, pest control, pruning, and other landscape maintenance activities at Town entrance areas, around town buildings, in parks, around pumping stations, and other town property areas.

Works with garden clubs to coordinate plant areas and select plants.

Makes daily field inspections of projects to review progress and ensure completion; consults with various department personnel to check on satisfaction of maintenance or repair and to investigate complaints and resolve problems.

Ensures that safety standards, policies and procedures are implemented.

Provides training and performance coaching and feedback to employees.

Leads and participates in operation and maintenance of equipment including bob cat, back hoe, mowers, and light equipment; ensures staff take necessary equipment to work site and have necessary supplies; researches and recommend equipment needs in budget process.

Leads and participates in installation of decorations, hanging banners, and related activities.

Maintains records of work activities.

#### Additional Job Duties

Performs related duties as required.

### Recruitment and Selection Guidelines

#### Knowledge, Skills, and Abilities

Considerable knowledge of the principles, practices, and methods used in landscape maintenance programs and activities.

Considerable knowledge of the hazards and related safety practices associated with grounds maintenance work.

Working knowledge of methods, operating, and maintenance requirement of equipment and tools used in landscape maintenance projects.

Working knowledge of the types of grasses, plants, trees, and related horticulture of the area and of associated maintenance and up keep requirements.

Knowledge of the Towns facilities plans and layout.

Ability to lead, train, provide coaching and feedback, and ensure safety with assigned staff.

Ability to exercise sound judgement to solve public works problems.

Ability to establish and maintain effective working relationships with employees, superiors, the public, and other employees.

Ability to communicate effectively in oral and written forms and maintain records of work activities.

#### Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.

Must be able to perform heavy work exerting up to 100 pounds of force occasionally; 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Must possess the visual acuity to prepare and analyze data; to visually inspect small defects or parts and to use measurement devices; to inspect the work of others for quality, and to perform skilled landscaping work.

#### Desirable Education and Experience

Graduation high school and considerable progressively responsible experience in landscape maintenance and some supervisory training; or an equivalent combination of education and experience.

#### Special Requirements

Possession of a valid North Carolina driver's license.

Possession of a valid North Carolina Commercial Pesticide Applicator's License