

## **CITY OF HUNTINGTON BEACH**

### **CLASS SPECIFICATION**



**TITLE: LANDSCAPE MAINTENANCE LEADWORKER**

**PERSONNEL COMMISSION APPROVAL: SEPTEMBER 15, 2021 (*Revised*)**

**COUNCIL APPROVAL: DECEMBER, 2001**

<b>JOB CODE:</b>	<b>0402</b>
<b>EMPLOYMENT STATUS:</b>	<b>REGULAR FULL-TIME</b>
<b>UNIT REPRESENTATION:</b>	<b>HBM</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>
<b>EEOC CODE:</b>	<b>SERVICE/MAINTENANCE</b>

### **JOB SUMMARY**

Under general supervision, oversees landscape maintenance contracts, leads crewmembers and performs a variety of skilled and semi-skilled tasks in the maintenance of landscape in the City's parks, roadway medians and other public outdoor areas.

### **SUPERVISION RECEIVED AND EXERCISED**

Reports to: Landscape Maintenance Supervisor

Supervises: Provides lead direction to skilled and non-skilled craft, service-maintenance, and contract personnel

### **DISTINGUISHING CHARACTERISTICS**

The Landscape Maintenance Leadworker is responsible for inspecting landscape maintenance contracts and leading workers that perform a variety of semi-skilled landscape maintenance tasks. It is distinguished from the Landscape Maintenance Crewleader in that the Crewleader determines daily work priorities and issues assignments while the Leadworker assumes this responsibility in the Crewleader's absence.

### **EXAMPLES OF ESSENTIAL DUTIES**

- Inspects landscape maintenance contracts to ensure the contractor is in compliance with the contract specifications, and the City's landscape standards

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- Leads and works with crewmembers in mowing grass, edging of walkways and curbs, and general cleanup of trash clippings, leaves and debris; prunes and trims trees and shrubs; extracts plants and trees, and removes brush.
- Inspects and maintains roadside irrigation systems and waters non-automated landscape areas; may operate truck to transport equipment to and from job sites; repairs sidewalks and cleans up graffiti
- As a lead, reviews work schedules and assigns/reviews work. Assists and oversees contract workers
- Performs record keeping and maintains files on work performed and scheduled for maintenance or repair
- Responds to emergency calls for service on a call-out basis and works outside normal working hours as needed
- Assists in the training of employees
- Supports and actively promotes the City's safety programs; attends safety meetings and staff meetings; performs daily safety inspections; identifies and corrects safety hazards
- Attends professional training to stay abreast of industry best practices
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required
- Maintains a regular and consistent attendance record
- Travels to offsite locations within and outside the City
- Performs other related duties as required

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

#### **MINIMUM QUALIFICATIONS**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

##### **Knowledge of:**

- Maintenance, safety and basic equipment repair procedures
- Landscape maintenance work methods, procedures and techniques
- Machinery, equipment and tools necessary for the maintenance and repair of public parks and irrigation systems
- Occupational hazards and safety precautions applicable to maintenance and repair work

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- State vehicle code and traffic safety laws and regulations
- Supervisory practices and procedures
- Computer hardware and software pertinent to record keeping and communications
- Quality customer service principles

#### Ability to:

- Read and follow work orders and instructions
- Perform a variety of landscape maintenance tasks including mowing, trimming, pruning and applying pesticides and herbicides
- Use hand and power tools
- Follow safety practices and recognize hazards
- Carry out work assignments as instructed
- Lead a work crew and communicate effectively to create a cooperative team
- Maintain accurate records
- Operate a personal computer and standard software applications
- Communicate effectively orally and in writing
- Establish and maintain cooperative work relationships with those contacted in the course of work.

**Education:** High school diploma or equivalent certificate.

**Experience:** Three (3) years of general landscape maintenance experience.

**Certifications/License:** A valid California Class C driver license and an acceptable driving record are required at time of appointment and during course of employment. Must obtain a California Class A driver license prior to completion of probationary period.

#### **SPECIAL CONDITIONS**

Positions in this classification are deemed safety sensitive under Department of Transportation (DOT) and Federal Motor Carrier Safety Administration (FMCSA) regulations and subject to drug and alcohol testing.

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

**Public Employee Disaster Service Worker:** In accordance with Government Code

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Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

#### **PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

The incumbent must be able to meet the physical requirements of the job and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed in a general office, repair shop, or outdoors environment with exposure to extreme noise, exhaust fumes, dust, solvents, oils and other physical, electrical, mechanical, and chemical hazards. The incumbent uses a computer keyboard and related equipment, sits, stands, walks, climbs, stoops, crouches, twists, bends, pushes, pulls, reaches, grasps, drives, steers, lifts and moves tools and equipment weighing 50 pounds or less. When work is performed outdoors, there is full exposure to various weather conditions including elevated noise, wind, rain, sun exposure, extreme temperatures, etc. May climb, jump, stoop, bend, balance, twist, crouch, kneel, and reach above, at and below shoulder level. Must utilize approved safety equipment and protective gear, including but not limited to, safety glasses, hard hats, gloves, respirators and/or hearing protective devices.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Rev August 2021/pa