Performs a variety of residential landscape maintenance tasks. Maintains landscape and grounds of university President’s residence. Maintains manicured, park-like gardens and lawns and exterior residential grounds on over five acres of property.

**JOB ACCOUNTABILITIES:**

<table>
<thead>
<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
<th>Task Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>_______</td>
<td>______</td>
<td>Maintains condition and appearance of landscape and grounds at the university President’s residence.</td>
</tr>
<tr>
<td>_______</td>
<td>______</td>
<td>Installs plants and other elements into landscaped areas; mows, edges, trims, fertilizes, waters and mulches lawn and grounds.</td>
</tr>
<tr>
<td>_______</td>
<td>______</td>
<td>Transports and plants new vegetation. Transplants, mulches, fertilizes and waters existing plants, trees and shrubs.</td>
</tr>
<tr>
<td>_______</td>
<td>______</td>
<td>Prepares soils for planting by digging and turning. Scalps, verdicuts, and reseeds lawns. Grades property by creating or smoothing hills and inclines, as needed.</td>
</tr>
<tr>
<td>_______</td>
<td>______</td>
<td>Uses and maintains power tools and other equipment. Specializes in mowing or spraying, as needed.</td>
</tr>
<tr>
<td>_______</td>
<td>______</td>
<td>Prepares reports and/or maintenance records, as needed.</td>
</tr>
<tr>
<td>_______</td>
<td>______</td>
<td>Maintains paved areas such as walkways, driveways, patio areas and tennis courts.</td>
</tr>
<tr>
<td>_______</td>
<td>______</td>
<td>Plans, schedules, and may oversee the work of contractors as required.</td>
</tr>
</tbody>
</table>

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.*

**EMERGENCY RESPONSE/RECOVERY:**

- **Essential:** Yes
  - In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

- **Minimum Education:** Less Than High School
Minimum Experience:
24 - 36 Months

Minimum Field of Expertise:
Basic knowledge of gardening and ground maintenance. Working knowledge of pesticides and its usage, calibration and application. Demonstrated use of landscape power tools and equipment. Working knowledge of common plant species, landscape and cultivation. Knowledge of standard safety practices using equipment and other requirements for workplace safety.

Preferred Education:
High School or equivalent

Skills: Other:
Communication -- written and oral skills
Knowledge of applicable laws/policies/principles/etc.

Skills: Trade/Auxiliary:
Basic machinery maintenance
Prepare reports and/or maintenance records
Prepare soil for planting
Read and follow directions found in equipment manuals, code books, etc.
Read and interpret maps, charts, plans, etc.
Understand and apply policies and procedures
Use and/or operate various stationary machinery, hand held power tools, and/or non power tools

Supervises: Level:
Trains employees on specific skills and tasks as required.

Comments:
Valid California Driver’s License required.

SIGNATURES:
Employee: _____________________________________  Date:_____________________________
Supervisor: ____________________________________  Date:_____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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