UNIVERSITY OF SOUTHERN CALIFORNIA
Landscape & Grounds Team Leader
Job Code: 179487

Grade: F
OT Eligible: Yes
Comp Approval: 2/3/2005

JOB SUMMARY:
Serves as a Team Leader responsible for supervising and training a group of University landscape personnel within a work zone. Assigns tasks, schedules work locations and monitors assigned zone areas and activities. Performs a variety of landscape maintenance tasks. Maintains condition and appearance of campus landscape. Assists in the administration of the Pay for Skills Program.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Serves as a Team Leader responsible for supervising the work of landscape personnel within a work zone, and/or for assigned projects. Trains, allocates and monitors work of landscape personnel.

Performs a variety of maintenance tasks. Maintains condition and appearance of campus landscapes, including planting, cultivating, fertilizing, irrigating and spraying of plants, shrubs, lawns and trees. Makes minor irrigation repair.

Uses and maintains power tools and other equipment. May specialize in mowing or spraying.

Prunes trees and shrubs.

Assists supervisor in the administration of the Pay for Skills Program. Provides management input regarding disciplinary actions, pay raises, promotions, etc. as needed. Interprets rules, regulations, policy and procedures.

Schedules, assigns staff to work locations and coordinates work for special events.

Provides customer service information and assistance to customers. Identifies and reports landscape problems to supervisor.

Coordinates landscape needs, objectives and Pay For Skills Training with various departments.

Prepares written correspondence, reports and/or maintenance records.

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: No
☐ 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:
High School or equivalent

Minimum Experience:
3 Years

Minimum Field of Expertise:
Demonstrated supervisory experience of landscape personnel. Demonstrated ability to work and communicate with all levels of landscape personnel. Extensive landscape experience. Knowledge of gardening and grounds maintenance, including gardening techniques, tree pruning, cultivation, and common plant species. Thorough knowledge of landscape tools and equipment (including power tools). Familiarity with irrigation systems and installation. Thorough knowledge of standard safety practices and equipment and other requirements for workplace safety.

Preferred Experience:
5 Years

Skills: Other:
Communication -- written and oral skills
Counseling
Interpretation of policies/analyses/trends/etc.
Knowledge of applicable laws/policies/principles/etc.
Lead/Guidance Skills
Planning
Problem identification and resolution
Scheduling
Teaching/Training

Skills: Trade/Auxiliary:
Prepare Pay for Skills documentation
Prepare reports and/or maintenance records

Supervises: Level:
Leads one or more employees performing similar work

Supervises: Nature of Work:
Service/Maintenance

Comments:
Valid California Driver’s License required.

SIGNATURES:
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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