

**CITY OF MANTECA**

**LEAD PARKS/LANDSCAPE MAINTENANCE WORKER**

**Department:** Public Works – Park Operations

**Bargaining Group:** General Services (OE3)

**Effective Date:** July 2024

**FLSA Status:** Non-Exempt

**Revision History:** n/a

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, lead a crew in performing a variety of grounds maintenance and landscaping duties in the beautification of assigned City grounds and landscaped areas including parks, athletic fields, and streetscapes; train and provide work direction to assigned staff.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Lead a crew in performing a variety of grounds maintenance and landscaping duties in the beautification of assigned City grounds and landscaped areas; coordinate response to maintenance requests and work orders; inspect completed work for accuracy and compliance with instructions and established standards.

Train and provide work direction and guidance to assigned personnel; assign daily duties to grounds maintenance staff; provide input for employee hiring and evaluations as requested.

Oversee and participate in the mowing, edging, trimming, aerating and watering of lawns, fields, and other turf grounds; prepare and fertilize soil; water various grounds areas by hand or by operating the irrigation system.

Plant, cultivate, prune, spray, fertilize, remove and irrigate flowers, trees, grass and shrubs; grind and remove tree stumps as necessary; manually remove weeds and rake leaves; edge walkways; sweep litter from walks and driveways.

Perform general grounds cleanup, including picking up paper and trash on grounds areas, parking lots, playgrounds, athletic fields, walkways, and other assigned areas; empty trash receptacles as assigned.

Operate a variety of power-driven equipment such as tractors, mowers, lift trucks, edgers, blowers, power pressure sprayers, tillers, chainsaws, grinders, aerators and other equipment used in grounds maintenance work; utilize standard landscape hand tools; drive a City truck to conduct work.

Oversee and participate in the utilization of appropriate pest control methods to eradicate weeds, gophers, rodents, insects and other pests according to established procedures.

Repair and replace irrigation systems and related components; install backflow and mainline systems.

**July 2024**

Maintain grounds maintenance equipment in safe operating condition; perform minor maintenance on equipment such as changing/sharpening blades and general equipment maintenance.

Assist with maintenance and repair of swimming pools, splash pads, water features, park facilities and playground equipment as assigned.

Communicate with City personnel and outside agencies to exchange information, coordinate activities and resolve issues of maintenance, repairs, safety and other groundskeeping related issues.

Monitor inventory levels of grounds maintenance supplies and equipment; order, receive and maintain inventory of supplies and equipment.

Maintain records and prepare reports related to inventory, personnel and assigned activities.

**OTHER DUTIES:**

May temporarily exercise technical or functional supervision of other full-time, part-time or volunteers as assigned.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Grounds maintenance procedures including mowing, edging, raking and weeding.  
Methods, equipment and materials used in landscaping and groundskeeping work.  
Cultivating, fertilizing, watering and spraying of flowers, trees and shrubs.  
Operation and maintenance of hand and power tools and equipment used in groundskeeping.  
Herbicides and other chemicals used in grounds maintenance.  
Methods and materials used in controlling weeds and other pests.  
Principles of training and providing work direction.  
Record-keeping and report preparation techniques.  
Health and safety regulations.  
Proper lifting techniques.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Lead a crew in performing a variety of grounds maintenance and landscaping duties in the beautification of assigned City grounds and landscaped areas including parks, athletic fields, roadsides and streetscapes.  
Oversee and participate in Urban Forestry Operations.  
Oversee and participate in the mowing, edging, watering, weeding, fertilization, raking and cultivation of lawns, flower beds, athletic fields and other landscaped areas.  
Train and provide work direction to assigned staff.  
Maintain athletic areas in a safe condition.  
Estimate and order required grounds maintenance supplies and equipment.  
Understand and follow oral and written instructions.

**Lead Parks/LMD/CFD Worker - Continued**

Maintain records and prepare reports.  
Observe health and safety regulations.  
Perform heavy physical labor.  
Plan and organize work.  
Meet schedules and timelines.  
Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively both orally and in writing.  
Report to work every scheduled workday.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years increasingly responsible grounds, parks or landscape maintenance experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class A driver's license by end of probationary period.  
Valid Pesticide Qualified Applicator Certificate by end of probationary period.

**WORKING CONDITIONS:****ENVIRONMENT:**

Outdoor work environment.  
Seasonal heat and cold or adverse weather conditions.  
Exposure to fumes, dust, odors, oil/grease, gases.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate grounds maintenance equipment.  
Walking or standing for extended periods of time.  
Seeing to perform gardening and grounds work.  
Lifting, carrying, pushing or pulling heavy objects as assigned by position.  
Sitting to operate tractors, mowers and other machines.  
Bending at the waist, kneeling or crouching.  
Reaching overhead, above the shoulders and horizontally.  
Heavy physical labor.  
Climbing ladders to trim trees.

**HAZARDS:**

Working around and with machinery having moving parts.  
Exposure to chemicals and fumes.  
Working from heights.