

Landscape Maintenance Tech/ Exotic Plant Removal Technician 2016

Grade: 10

Reports to (Primary): Assistant Public Works Superintendent

Classification: Non Exempt
Essential Employee

Division: Public Works

Date: 6-1-08

Approved: 10-21-08

Revision Date: 6-1-10, 12-5-17

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Job Summary:

Under general supervision performs a wide variety of landscape maintenance functions including the removal of exotic plant material from wetlands, wetland buffers, and preserves within the District. Performs manual work such as digging, raking, sweeping, and hoeing.

Essential Job Functions

1. Maintains turf grass, shrubbery, and trees including planting, watering, trimming, mowing, edging, fertilizing, and weed and pest control.
2. Trims hedges and shrubs with hand shears or power edgers, prunes, trims trees, and palms.
3. Removes dead trees and exotic trees and plants using hand saws, chainsaws, and clippers.
3. Operates blower for cleaning sidewalks and asphalt areas of gravel and small debris.
4. Maintains care and upkeep of equipment and tools.
5. Works with large and small tree chippers safely
6. Reports any situation that might be potentially hazardous for pedestrians to supervisor.
7. Receives and/or reviews verbal instructions and on the job training.
8. Operates vehicles such as trucks, mowers, and support equipment, etc.
9. Assists the equipment operators.
10. Interacts and/or communicates with groups and individuals including the immediate supervisor, coworkers, and the general public.

Additional Job Functions

Performs disaster relief.
Provides assistance with various crews.
Performs cleaning.
Performs other tasks as assigned by the supervisor.

Qualifications

Skilled in safe use of hand tools such as shears, hoes, pruners, weed eaters, power edgers. Small lawnmowers, chainsaws and tree chippers. General knowledge of planting techniques. Proper method of operating motorized equipment. Possession of a valid Florida driver's license is required.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including tractors, lawn mowers, welders, rakes, and power/hand tools, etc. Must be able to exert up to 80 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Physical demand requirements are for medium work.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using power and hand tools.

Manual Dexterity: Requires the ability to handle a variety of items such as hand tools and janitorial equipment. Must have minimal levels of eye, hand, and foot coordination.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color, visual acuity to determine depth perception and peripheral vision.

Data Analysis/Use: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving receiving instructions, assignments, or directions from superiors.

Language Ability: Requires the ability to read simple forms and prepare time sheets and leave slips using prescribed format.

Physical Communication: Requires the ability to talk and/or hear (talking – expressing or exchanging ideas by means of spoken words; hearing – perceiving nature of sounds by ear.). Must be able to communicate via a telephone.

Intelligence: Requires the ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions with problems involving a few concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract, multiply and divide.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, policies, and procedures of the Public Works Department as they pertain to the performance of the duties of the Landscape Maintenance/Exotic Plant Removal Technician. Has working knowledge of basic grounds keeping practices and procedures of the department as they pertain to the performance of duties. Has working knowledge of pruning, spraying, and trimming requirements of shrubs and trees. Has working knowledge of hazards and applicable safety requirements of area assignment and equipment and machines used. Has working knowledge of construction techniques involved with the actual erection and maintenance of buildings and other structures. Knowledge of the maintenance and repair of small gasoline engines. Knowledge of and is able to use equipment, materials, and tools used in the construction and maintenance trades. Is skilled in the use of mowers, pruners, and other grounds maintenance equipment and tools. Is able to perform strenuous work under varying weather conditions. Is able to understand and follow oral instructions. Is able to establish and maintain effective working relationships as necessary by work assignments.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts within department and division, co-workers, and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Essential Job Functions."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, policy, standards, and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human, and conceptual areas.

Attendance: Attends work regularly and adheres to policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant, and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with minimal supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures. Seeks expert or experienced advice and researches problems, situations, and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction; strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified; i.e. poor communications, variance with policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons within the department.

Relationships with Others: Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology; avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions, and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines, and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the organization and various regulatory agencies. Strives to see that the standards are not violated. Maintains a clean and orderly workplace.

District Policy and Procedures: Adheres to all rules and regulation pertaining to the District policy manual. Also responsible for knowledge of any update to the District policy manual.

DISCLAIMER: This job description is not an employment agreement or contract. The Board of Supervisors reserves the exclusive right to alter the job description at any time without notice except as may be required for Board approval of a policy revision.