

## MASTER SPECIFICATION

### JOB INFORMATION

Date:	1/17/2018 5:50:40 PM
Official Title:	Landscape Worker Lead Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 2
Scheduled Hours	
Job Code:	553421
Job Family:	Physical Plant

### JOB SUMMARY

The Landscape Worker Lead serves as a team leader for lower-level Landscape Workers in the planning, organizing, coordinating, and performing of landscaping activities on campus.

### NATURE OF WORK

This position functions as a team leader over lower-level Landscape Workers. The Landscape Worker Lead is responsible for maintaining and caring for the exterior appearance of institutional buildings, as well as lawns, plantings, and surrounding grounds. Additional responsibilities may include organizing, setting priorities, scheduling, and reviewing work of student workers or volunteers. Job responsibilities contribute to ensuring the cleanliness, aesthetic, maintenance, and operation of campus grounds. Work is performed under limited supervision, working within guidelines or traditional practice. This position exercises judgment in prioritizing, planning, and organizing own work within time, process, and results requirements; has some flexibility to modify workflow based on need and circumstances. Decisions are limited to the application of standardized or accepted practices and errors could result in some costs and inconveniences within the affected area.

### Distinguishing Characteristics

#### Examples of Duties

#### Essential Functions

Maintains and cares for the exterior appearance of institutional buildings, lawns, planting, and grounds around the campus utilizing hand tools, walk-behind equipment, and small riding equipment.

Maintains grounds including care of trees, grass, shrubs, and flowers.

Applies technical or process knowledge; requires capacity to understand specific needs or requirements to apply skills/knowledge.

Serves as liaison regarding buildings, grounds, and minor repairs.

Operates and maintains equipment such as large mowers, tillers, front-end loaders, and snow plows.

Performs inspections of buildings to identify maintenance and repair needs.

Maintains inventory of supplies needed to maintain buildings and equipment.

Performs other job related duties as assigned.

#### Additional Responsibilities

May oversee and direct the work activities of student workers.

*Performs other functions as required or assigned. Also complies with all Policies and Standards.*

### QUALIFICATIONS

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### Education

Education Level	Field of Study	Req	Pref	And/Or
High school diploma or GED		X		

## Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
2 year +	Directly related experience	X		

## Licenses and Certifications

<i>License or Certification</i>	<i>Time Frame</i>	<i>Req</i>	<i>Pref</i>	
Valid driver's license issued by the State of West Virginia		X		