

## Job Description

**Job Title:** Landscaper

**Supervisor:** Landscape Shop Supervisor

**Job Classification:** Non-Exempt

**Pay Grade:** 16

**Contract Length:** 245 Days

### **Job Summary**

Position is responsible for performing a variety of landscaping and grounds maintenance.

### **Essential Duties**

1. Inspects and maintains the ground, cleans areas and assists with landscaping by cleaning sidewalks, mowing lawns, trimming trees and shrubs, raking, shoveling and removal of debris and/or snow.
2. Operates and maintains all assigned mowing equipment, vehicles and trailers to include checking fluid levels, refueling, checking tire pressure, cleaning, adjusting and greasing.
3. Performs a documented knowledge and skills assessment of all tools to be utilized in the landscape shop.
4. Prompt and regular attendance at work.
5. Completes work orders assigned by supervisor
6. Performs any other related duties as assigned by the Landscape Shop Supervisor or other appropriate administrators.
7. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Other Duties**

Performs any other related duties as assigned by the Landscape Shop Supervisor or appropriate administrator.

### **Job Specifications**

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a high school diploma (GED) and some experience in ground maintenance/horticulture activities; or any equivalent combination of education combination of education and experience that would provide the noted knowledge, skills and abilities. Must possess basic knowledge of safety procedures, pruning methods and standard practices/terminology of the trade. Must possess basic working knowledge of, and the ability to safely operate all hand tools and power equipment used in ground maintenance activities. Must possess working knowledge and skills in the operation and repair of landscape equipment. Must possess a valid Virginia Driver's License with a good driving record.

### **Working Conditions and Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is required to walk; sit; stand; twist, squat/crouch and bend. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Demonstrates ability to climb ladders and work in confined spaces above and below ground. Must have the ability to stand for extended periods of time; exhibit manual dexterity to operate equipment; see and read printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; Must be able to carry up to 50 pounds; constantly grip up to 50 pounds. At times employee is required to lift push/pull up to 100 pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is constantly exposed to loud noise levels; fumes or airborne particles from engine exhaust; outside weather conditions; wet and /or humid conditions; and extreme heat and/or cold. Duties are typically performed outdoors in a ground maintenance environment with some work indoors when performing maintenance on equipment.

**Supervision Exercised:** None

**Supervision Received:** Landscape Shop Supervisor

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Landscaper will be required to follow any other instructions and to perform any other related duties as assigned by the Landscape Shop Supervisor or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date

Revised 04/2022 CR