



Mobile County PUBLIC SCHOOLS

Job Description Title – LANDSCAPE TECHNICIAN

SUPERVISED BY/REPORTS TO: Zone Coordinator or designee.

FLSA STATUS: Non-Exempt

POSITION SUMMARY:

- The person(s) hired in this position will perform a variety of landscaping duties within a specified work zone (which may change at the supervisor's discretion) including the operation of appropriate equipment for planting, fertilizing, pruning, mowing, another landscaping, maintenance, or grounds-keeping activities as needed.
- Duties performed are under the general supervision of an immediate supervisor who evaluates performance through observation of work, periodic conference, critiques, and/or records and reports.

QUALIFICATIONS:

- A. Must be a high school graduate or have obtained a GED equivalent.
- B. Must have three (3) years of experience in landscaping/groundskeeping trades/services.
- C. Good general health, physical stamina, fitness, and vitality. Must be able to perform work requiring physical exertion, heavy lifting, and to work continuously while standing.
- D. Ability to meet the suitability criteria for employment under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- E. Must have valid Driver's License at employment.
- F. Personal qualities associated with good human and interpersonal relations.
- G. Must attend work regularly and adheres to District policies regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.
- H. Must have knowledge of methods and equipment (including chainsaws, hand saws, pruners, hedge shears, rototillers, backpack sprayers, tank sprayers, shovels, rakes, hoes, tampers, lawn mowers, lawn blowers, etc.) associated with landscaping and grounds maintenance. Must have the ability to adapt to additional equipment as assigned. Ability to operate mechanical equipment for detection and repair diagnosis. Reporting issues to supervisor in a timely manner.
- I. Perform tasks under adverse weather conditions. Read and interpret work assigned through written and verbal instructions.
- J. Must be insurable as determined by MCPSS personnel into private and business driving records within any three-year time frame.
- K. Must have the ability to understand and follow oral and written instructions.

ESSENTIAL FUNCTIONS AND PERFORMANCE RESPONSIBILITIES

The performance responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required. An employee must meet these to perform the essential functions of this job successfully and satisfactorily.

1. Follows an effective program of grounds keeping and grass cutting for assigned outdoor area and school properties according to an assigned schedule.
2. Performs duties in a courteous and professional manner.
3. Demonstrates skill, safety, and knowledge when operating equipment and using materials to care for grounds, plants, outdoor areas, and assigned spaces.
4. Uses proper safety equipment as appropriate when performing grounds keeping and maintenance duties.
5. Plants and prunes shrubs, trees, and flowers to established schedules.
6. **Removes debris from lawn and grounds prior to mowing assigned areas.**
Removes debris from stairs and walks, rakes around shrubbery and flower areas, and mows lawns and fields.
7. Operates power lawn mowers, edgers, hand tools, and large vehicles associated with grounds maintenance, hauling, and collecting debris, and landscaping.
8. Sprays for weeds and insects using unrestricted chemicals as required.
9. Stores, uses, and disposes of chemicals, fertilizers, trash, debris, cleaners, and products efficiently, safely, and in accordance with established procedures, and instructions.
10. Assists in the maintenance and repair of chainsaws and other small equipment.
Performs daily preventive maintenance of equipment and reports needed repairs and replacements to Landscape Lead.
11. Maintains appropriate confidentiality regarding school/workplace matters.
12. Demonstrates initiative in identifying potential problems and/or opportunities for improvement in areas of responsibility.
13. Reports potential problems, unusual events, or work irregularities to appropriate administrative, or supervisory personnel.
14. Maintains accurate and timely records of time, labor, and materials as assigned.
15. Reports damage to structures and equipment that requires repairs to the proper department.
16. Establishes and maintains working relationships with Supervisors, Lean positions, and other employees.
17. Completes work assignments without close supervision. Completes all projects as to neatness conformance with standards of related trade.
18. May be assigned other duties by the Zone Manager, the Landscape Lead or his/her designee.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Vehicle and equipment repair shop environment; driving a vehicle to conduct work; emergency call-out.
- Subject to noise and fumes from equipment operation; exposure to fumes and vapors; working around and with machinery having moving parts.
- Seasonal heat and cold or adverse weather conditions.
- Must be able to multi-task. Must be able to work under pressure and able to prioritize tasks.
- Wears eye protection, works near moving mechanical parts, possible exposure to electrical shock.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Classified Employees. Evaluation will be by the Zone Coordinator, the Landscape Lead or his/her designee.

TERMS OF EMPLOYMENT

12-month (260 days); 40-hour workweek. Work hours are generally 7:00 to 3:30 p.m. but may change by the Zone Coordinator, the Landscape Lead or their designee and is subject to change.

At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws. May be required to work other than regularly scheduled work hours.

- **This position will be required to work after hours and weekends when necessary and be appropriately compensated.**
- **This position may also be required to perform duties on shift work schedules.**

SALARY

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.