

## Job Description

**Job Title:** Landscaper Crew Leader  
**Position Code:** 5N74, EN74  
**Job Classification:** Non-Exempt

**Supervisor:** Landscape Shop Supervisor  
**Pay Grade:** 25  
**Contract Length:** 245 Days

### Job Summary

This position will aid in the management and operation of the landscape shop. Position supervises and maintains a productive shop in the absence of the supervisor. This position will perform all mechanical repairs required to maintain equipment. This position will perform daily maintenance as needed. This position will operate lawn-mowing equipment, maintain flower beds planters, prune shrubbery, and perform all other duties in ground maintenance.

### Essential Duties

1. Performs all repairs to maintain landscape equipment.
2. Maintains a preventative maintain schedule, and performs maintenance on all equipment
3. Responsible for maintaining parts inventory and parts usage
4. Performs grounds keeping duties to include mowing lawns, maintaining beds, cultivating work, and snow removal as needed.
5. Works as lead supervisor when in the field.
6. Responsible for all requirements in maintaining a valid commercial driver's license.
7. Display proper work ethics as a supervisor.
8. Respond to inquiries from school personnel, providing technical advice, and taking appropriate action to resolve problems involving the landscape shop.
9. Maintains the team concept at all times
10. Prompt and regular attendance at work
11. 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

1. 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 on the following page are representative of the knowledge, skill, and/or ability required. Reasonable accommodations 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 or (GED) and 2-4 years in mechanical repairs of small engines, lawn mowing equipment, 2 cycle engines, and have some supervisory experience: or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities. Must possess a basic knowledge of mechanical, DC electrical, pneumatic, and hydraulic systems, safety procedures, and standard practices/terminology of the trade. Must possess working knowledge and skills in the operation of landscape equipment. Must possess the ability to plan, train, and supervise the work of others. Must possess organizational, human relations, and communication skills. Must possess a valid Driver's' license with a good driving record. Must acquire and maintain a VA Registered Technician's Certificate issued by Virginia Department of Agriculture and Consumer Services - Office of Pesticide Use.

**Working Conditions and Physical Requirements**

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. The employee is frequently exposed to moving mechanical parts and vibrations from moving machinery. While performing the duties of this job, the employee is frequently required to walk; sit; stand; and bend, twist, squat/crouch. The employee is occasionally required to lift and push/pull up to 100 pounds; and climb. The employee must frequently carry up to 50 pounds; and constantly grip up to 50 pounds. The employee is required to smell/taste; reach with arms; use hand to finger, handle, or feel; and talk/hear. Specific vision abilities required by this job include depth perception and color determination vision.

**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. Duties are normally performed outside. The noise level in the work environment is sometimes loud but usually moderate.

**Supervision Exercised:** Landscaper/Landscaper Lead Worker

**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 Crew Leader will be required to follow any other instructions and to perform any other related duties as assigned by the Landscape Shop Supervisor or appropriate supervisor. 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 09/2021 CR