



Landscape & Grounds Team Leader Job Description

JOB INFORMATION

<i>Job Code:</i>	179487
<i>Job Title:</i>	Landscape & Grounds Team Leader
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	Leads one or more employees performing similar work.
<i>Job Family:</i>	Building/Groundskeeping
<i>Job Family Group:</i>	Facilities Management and Construction
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Serves as a Team Leader responsible for supervising and training a group of university landscape employees within a work zone. Assigns tasks, schedules work locations and monitors assigned zone areas and activities. Performs a variety of landscape maintenance tasks. Maintains condition and appearance of campus landscape. Assists in the administration of the Pay for Skills Program.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		High school or equivalent	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	
	X	5 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Demonstrated supervisory experience of landscape staff.
X		Demonstrated ability to work and communicate with all levels of landscape employees.
X		Extensive landscape experience.
X		Knowledge of gardening and grounds maintenance, including gardening techniques, tree pruning, cultivation, and common plant species.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Thorough knowledge of landscape tools and equipment (including power tools).
X		Familiarity with irrigation systems and installation.
X		Thorough knowledge of standard safety practices and equipment and other requirements for workplace safety.

Licenses

Req	Pref	License(s)
X		Valid California Driver's License.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Serves as a Team Leader responsible for supervising the work of landscape employees within a work zone, and/or for assigned projects. Trains, allocates and monitors work of landscape staff.				
Performs a variety of maintenance tasks. Maintains condition and appearance of campus landscapes, including planting, cultivating, fertilizing, irrigating and spraying of plants, shrubs, lawns and trees. Makes minor irrigation repair.				
Uses and maintains power tools and other equipment. May specialize in mowing or spraying.				
Prunes trees and shrubs.				
Assists supervisor in the administration of the Pay for Skills Program. Provides management input regarding disciplinary actions, pay raises, promotions, etc. as needed. Interprets rules, regulations, policy and procedures.				
Schedules, assigns staff to work locations and coordinates work for special events.				
Provides customer service information and assistance to customers. Identifies and reports landscape problems to supervisor.				
Coordinates landscape needs, objectives and Pay For Skills Training with various departments.				
Prepares written correspondence, reports and/or maintenance records.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties

at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.