

Lead Gardener (8096C) 71130  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=242542>

Downloaded On: Oct. 11, 2024 2:15am

Posted Aug. 2, 2024, set to expire Nov. 28, 2024

<b>Job Title</b>	Lead Gardener (8096C) 71130
<b>Department</b>	Residential and Student Service Programs
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Aug. 2, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Facilities/Maintenance/Transportation Agriculture/Animal Care
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5480729">https://apptrkr.com/5480729</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Lead Gardener (8096C) 71130**

**About Berkeley**

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education,

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distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and [our Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit [grow.berkeley.edu](http://grow.berkeley.edu).

### **Departmental Overview**

Residential and Student Service Programs (RSSP) is part of the Division of Student Affairs under the direction of the Associate Vice Chancellor of RSSP. RSSP provides student housing, residential programs and dining services for undergraduate and graduate students and their families, as well as childcare services for students, faculty and staff. The Grounds unit maintains all exterior landscape and hardscape at RSSP facilities.

The Lead Gardener performs the daily maintenance of all exterior landscape and hardscape within RSSP. In addition, this position coordinates, designates and schedules the work of the L/G B gardeners in collaboration with Grounds Management. This position keeps the grounds safe, landscapes healthy and hardscapes in good repair. Mows, weeds, trims, prunes and maintains parking lots, parks, streets, courtyards, playgrounds, pathways, trash enclosures, etc. at RSSP residential facilities and child care sites.

### **Application Review Date**

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The First Review Date for this job is August 6, 2024

## Responsibilities

### Landscape Maintenance

- Maintain lawns, plants, shrubs, trees, hedges, ground covers, vines, and bare surface areas on the grounds of Housing department and Child care facilities.
- Perform weeding, cultivation, mulching, leaf and debris pick up.
- Mow lawns and fields, string trim, edge around hardscapes; trim and prune shrubs, hedges and trees; dethatch, rake overseed, topdress, aerate and fertilize lawns.
- Apply pesticides as scheduled.
- Water various ground areas by manual or portable sprinklers, with hoses or by operating in ground irrigation systems; perform minor irrigation repairs.

### Lead Gardener Duties

- Works with supervisor to coordinate, designate and schedule the daily and weekly work of the Laborer/Gardener B, Groundskeepers and student Groundskeeper staff. Provides leadership, directs, and trains Grounds staff to properly fulfill assignments.
- Instructs staff in the safe use of equipment and materials.
- Follows policies, rules, and regulations of the University and the department. Ensures that health and safety guidelines are practiced.
- Performs the inventory, storing and distribution of grounds supplies and equipment. Receives supplies and equipment and verifies usage and minimizes waste.
- Acts as liaison/representative of Grounds Crew.
- Communicates concerns to Unit Safety Committee Representatives. Represents unit at safety committee.
- Participates in interviewing of new staff in the grounds department
- Monitors performance of Gardeners to identify training needs and works with the Grounds Supervisor to provide the needed training for Gardeners.
- Communicates concerns and recommends solutions to management (e.g. staffing, equipment, plant replacement or selection, pest problems, scheduling, etc.)
- Maintains grounds equipment in safe working order and reports necessary repairs.

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### Customer Service Expectations and Miscellaneous

- Communicate and work effectively with staff, customers, community, and youth groups; provide excellent customer service.
- Lead/or assist community, recreation and youth groups in grounds related events such as: Garden Festival, Clean Up days, camps and other community events.
- Responds to customer complaints effectively and reports unresolved problems to supervisor. Follow proper purchasing and inventory procedures established by unit and department.
- Assist in training casual and student staff.
- Keep daily time log.
- Return completed work tag documentation in timely manner.

### General Grounds and Hardscape Maintenance

- Clean outdoor areas; pick up and remove litter and debris; empty trash containers, clean and replace as directed; remove and dispose of abandoned furniture, refrigerators and appliances left on grounds.
- Maintain walks, paths and signage,; remove posters and flyers from non-designated areas.
- Abate fire hazards where necessary around creeks, buildings and parks.
- Maintain and complete light repairs on roads, and walkways.
- Install traffic signs and wheel stops, set up barricades for events, minor street and parking lot painting.
- Clean, maintain and organize tools, trucks, shops and equipment.
- Operate trucks, electric and gas carts, riding and power mowers, power edgers, pneumatic tools and a variety of other grounds equipment and tools; service and make minor repairs and adjustments.
- Inspect repair and replace playground equipment.
- Load and unload trucks and other vehicles; grounds equipment and supplies, tear down and remove various structures; dig and/or fill ditches, trenches and other excavations after minor repairs of walks, roads and walls.
- Clean storm drains, catch basins and culverts; cut and remove weeds and debris from roadsides, creek banks and ditches and channels; remove mud and silt from culverts and drainage channels.
- Perform basic light search and rescue, implement evacuation procedures, sandbag when necessary.
- Load, secure and transport equipment such as tractors, stump grinders and rental equipment.

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### Beat Policing/Inspection

- Pick up and remove litter and debris, inspect and observe condition of assigned areas, report problems regarding general safety, vandalism, irrigation conditions, tree hazards, plant health, pest populations, graffiti, pavement and site furniture hazards.

### Required Qualifications

- Demonstrated knowledge and experience in providing general landscape maintenance and the operation of common grounds maintenance tools, trucks and equipment.
- Essential plant identification and horticulture knowledge; basic turf maintenance knowledge; basic irrigation systems knowledge; Integrated Pest Management and safe use of pesticides knowledge; common safety procedures including safe lifting techniques.
- Ability to speak, understand and legibly write English to communicate with work community and to record measurements, complete simple forms and maintenance records. Read and understand materials such as job instructions, equipment and safety manuals. Follow written and oral instructions.
- Ability to interact courteously and effectively with the public, coworkers and supervisors.
- Ability to add, subtract, multiply and divide whole numbers and fractions to calculate square footage and amounts of seed, fertilizer and pesticide to apply.
- Appropriately select and safely use hand power tools and equipment.
- Maintain vehicles, tools and equipment including basic troubleshooting to identify and correct minor mechanical and electrical malfunctions.
- Perform routine assembly and repair of playground equipment.
- Must be able to bend, stoop, twist, reach, stand and walk for extended periods on even, uneven and sloping surfaces. Ability to independently lift up to 50 lbs. and up to 100 lbs. with assistance.
- Ability to work outdoors in extreme and/or fluctuating weather conditions.
- Must be available to respond to emergencies and work occasional overtime on weekends/holidays.
- Adhere to RSSP work rules and Respect and Civility Statement.
- Employee is personally responsible for following health and safety guidelines/instructions.
- Ability to organize work crews and direct staff to effective job completion.
- Ability to communicate and coordinate effectively between staff and Grounds supervisor
- Ability to assess and respond to emergency situations effectively in accordance with UC procedures.
- Knowledge of ANSI A 300 Part 1- Standard Pruning Practices

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- Possession of or ability to obtain California Department of Pesticide Regulation Q.A.I > or Q.A.C. within 6 months

### Preferred Qualifications

- Crew foreperson, supervisory or lead gardener experience
- Central irrigation programming experience, experience in irrigation troubleshooting and repair
- Landscape installation experience
- Experience in customer relations

### Salary & Benefits

This is a full-time, career position.

This position is eligible for the full range of UC benefits. For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted hourly range that the University reasonably expects to pay for this position is \$33.23 (Step 12.0) - \$35.98 (Step 16.0). The full possible range for this classification is \$26.72 (Step 1.0) - \$40.52 (Step 22.0).

### How to Apply

To apply, please submit your resume and cover letter.

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### **Driving Required**

A valid driver's license and DMV check for driving record is required.

### **Other Information**

This position is governed by the terms and conditions in the agreement for the Service Unit (SX) between the University of California and the American Federation of State, County and Municipal Employees (AFSCME). The current bargaining agreement manual can be found at:

<http://ucnet.universityofcalifornia.edu/labor/bargaining-units/sx/index.html>

### **Conviction History Background**

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

### **Physical Exam**

Employment is contingent upon passing a physical exam.

### **Equal Employment Opportunity**

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).



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**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS\\_CG\\_S](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S)

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

#### Contact

N/A

University of California, Berkeley

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