

**Gardener Lead (8096C) - 78650**  
**University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=257645>

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Posted Jun. 3, 2025, set to expire Jul. 1, 2025

**Job Title** Gardener Lead (8096C) - 78650  
**Department** Residential and Student Service Programs  
**Institution** University of California, Berkeley  
Berkeley, California

**Date Posted** Jun. 3, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Classified Staff

**Academic Field(s)** Agriculture/Animal Care  
Facilities/Maintenance/Transportation

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**Apply By Email**

**Job Description**

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**About Berkeley**

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in

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1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

## 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.

## Position Summary

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.

Two lead positions with assignments generally at either UVA or Central Grounds Units and may be required to work at both on occasion.

## Application Review Date

The First Review Date for this job is: 06/13/2025.

## Responsibilities

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### 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.

### 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.

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- 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.

**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**

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- 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.

**Preferred Qualifications**

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

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## **Salary & 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 rate that the University reasonably expects to pay for this position is \$34.23 (Step 12).

## **How to Apply**

- To apply, please submit your resume and cover letter.

## **Driving Required**

- Required to hold valid driver's license, have a driving record that is in accordance with local policies/procedures, and/or enroll in the California Employer Pull Notice Program.

## **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>

- This is not a visa opportunity.

## **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

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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.

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**SB 791 and AB 810 Misconduct Disclosure Requirement:** As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

### **Equal Employment Opportunity**

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

**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**



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

**Contact**

N/A

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