Foothill-De Anza Community College District  
Office of Human Resources and Equal Opportunity  
Classification Services  
Approved Position Description  
For  
Construction Laborer, Lead-District

**DEFINITION:**

Under direction, to plan, supervise, and assist in providing construction labor and in the gardening and grounds keeping work of a campus or Central Services; and to do other work as required.

**JOB CHARACTERISTICS:**

This position operates a wide range of mobile power equipment. This class is distinguished from the Head Grounds Gardener in that the employee must be proficient in the operation of a variety of large trucks and power equipment.

**EXAMPLE OF DUTIES AND RESPONSIBILITIES:**

Depending upon assignment, duties may include, but are not limited to, the following:

1. Assigns duties to construction laborers and grounds gardeners, and inspects completed work.
2. Plans schedules for new planting, and routine grounds care and watering.
3. Supervises, assists, and trains Ground-Gardeners in the planting, cultivating, propagating, transplanting, and care of trees, shrubs, hedges, flowers, lawns, and various ground covers or other assigned work.
4. Supervises, assists, and trains construction laborers in planning, organizing and accomplishing construction projects and heavy equipment operations.
5. May design and lay out minor landscape work.
6. Assists in assigning in pest and weed control work within campus responsibility.
7. Supervises and assists with minor repairs to gardening equipment.
8. Supervises and assists laying out baseball and football fields in putting up goal posts, and in lining track and football fields.
9. Maintains records and requisition supplies.
10. Assigns duties to refuse truck driver, sprayer, tree surgeon, and heavy equipment operators, and inspect completed work.
11. Plans routine schedules for pick-up and delivery schedule.
12. Plans routine schedules of sprayer for weed control such as pre-emerged, contact weed killer, spray for insects and use of insecticide, fungicide as related to trees and lawns, etc.
13. Inspects proper operation of refuse truck in the collection, trucking, disposal of refuse, and trash and reports needed mechanical repair.
14. Supervises the proper disposal of all classified materials on both campuses.

15. Supervises or assists the proper methods of trenching technique, laying bricks, concrete finishing, installing signs and fences.

16. Estimates labor and materials to assigned projects.

17. Assigns part-time labor for special projects as required.

18. Performs other related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Safety procedures necessary for safe operation of heavy equipment.
3. Methods and materials used in landscaping, fence, construction, and paving.
4. Common tree, ornamental shrub and lawn pests and diseases and the methods of control and eradication.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Participate in appropriate training in hazardous materials handling, storage, and disposal; follow designated policy and procedures for Haz-mat identification, storage and disposal; maintain standards related to environmental compliance and personal health and safety as required.
3. Use a computer for entry and retrieval of information for work assignments.
4. Recommend and carry out a centralized program of grounds maintenance.
5. Schedule, coordinate, assign, and supervise the work of groundskeepers and laborers.
6. Keep records of supplies and equipment.
7. Perform skilled gardening and grounds keeping work.
8. Interpret landscaping plans and sketches.
9. Follow verbal and written instructions, and carry out assignments.
10. Establish and maintain cooperative relationships with those contacted in the work.
11. Operate equipment safely in all types of outside weather conditions.
12. Work in an environment where there is a high exposure to dust, pollens, and other allergens.
Experience:  1. Four years of experience in construction and grounds keeping work, including at least one year in heavy equipment operation. The incumbent must have successfully completed a course in supervision or management in an acceptable institution within the last year or will complete such a course within one year after assuming the position.

Education:  1. Completion of twelfth grade or equivalent.

Additional Requirements:  1. Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

Date Approved:  March 1993
Range:  L-50
EEO-Category:  H-70