

CITY OF RICHMOND  
PARKS & LANDSCAPING MAINTENANCE DIVISION  
GENERAL FUND  
NOVEMBER 2025 WORK SCHEDULE



Monday, November 3, 2025 to Friday, November 7, 2025		PARKS & LANDSCAPE SUPERINTENDENT	EQUIPMENT PARTS SPECIALIST	PARKS SUPERVISOR	PARKS SUPERVISOR	MAINTENANCE LEAD WORKER	MAINTENANCE LEAD WORKER	MAINTENANCE LEAD WORKER	TREE LEADWORKER	MAINTENANCE LEAD WORKER	PARKS CONSTRUCTION & MAINT WKR	PARKS CONSTRUCTION & MAINT WKR	GROUNDKEEPER/ GARDENER	GARDENER	GROUNDKEEPER/ GARDENER	MAINTENANCE AIDE II/III	GROUNDKEEPER	GROUNDKEEPER	GROUNDKEEPER/ GARDENER	TOTAL HOURS				
Tasks	Work Locations	40	40	40	40	40	40	40	40	40	40	40	40	0	40	40	0	40	40	0	0	40	40	720
Weed abatement	Parks/Medians/Right of ways Civic Center Plaza, Greenway, Nevin Park , JFK Park, BTA Park,					4	32	4		4					8				31			8		91
Landscape Maintenance/Mowing						4		4		4	8	8			8							8		44
Tree/shrub pruning/trimming/removal Hardscape/Restroom/Fence Maintenance/ Irrigation Repairs	City Wide/Parks/Medians Booker T. Anderson Park/Senior Center					8	6	8	40	8			40		8							8		126
Sports Fields Maintenance	BTA/MLK/Nicoll/Tiller/North Richmond/Shield					8		8		8	32	32			8							8		96
Landscape Construction, Planning, & Planting	Macdonald Ave medians, Broxton Park, Judge Carrol Park, Huntington				11	8		8		8									8					43
Trash/litter pickup	City Medians/Parks																					8		8
Street Trash Receptacle	City Wide														40									40
Special Events	Fire Training Center				4																			4
Management/ Scheduling/ Meetings		40		20	20																			80
Procurement			40	4	4																			48
Timesheets					1		2															1		4
Leaves				16														40					40	96
Training																								0
Overtime																								0
<b>Total (Hours)</b>		40	40	40	40	40	40	40	40	40	40	40	40	0	40	40	0	40	40	0	0	40	40	720

NOTE: This schedule is for illustrative purposes only and subject to change.

CITY OF RICHMOND  
PARKS & LANDSCAPING MAINTENANCE DIVISION  
GENERAL FUND  
NOVEMBER 2025 WORK SCHEDULE



Monday, November 10, 2025 to Friday, November 14, 2025		PARKS & LANDSCAPE SUPERINTENDENT	EQUIPMENT PARTS SPECIALIST	PARKS SUPERVISOR	PARKS SUPERVISOR	MAINTENANCE LEAD WORKER	MAINTENANCE LEAD WORKER	MAINTENANCE LEAD WORKER	TREE LEADWORKER	MAINTENANCE LEAD WORKER	PARKS CONSTRUCTION & MAINT WKR	PARKS CONSTRUCTION & MAINT WKR	GROUNDKEEPER/ GARDENER	GARDENER	GROUNDKEEPER/ GARDENER	MAINTENANCE AIDE II/III	GROUNDKEEPER	GROUNDKEEPER	GROUNDKEEPER/ GARDENER	TOTAL HOURS				
Tasks	Work Locations	40	40	40	40	40	40	40	40	40	40	40	40	0	40	40	0	40	40	0	0	40	40	720
Weed abatement	Various/ Medians/ROW/Greenway Lucas Park, Rain Cloud, Southside,					4	30	4		4					8								8	89
Landscape Maintenance/Mowing	Veterans Memorial, Tiller, BTA,MLK					4		4		4					8								8	28
Tree/shrub pruning/trimming	City Wide/Parks/Medians					8		8	32	8			32		8								8	104
Hardscape/Restroom/Fence Maintenance/Irrigation Repairs	Nicholl Park, Booker. Anderson Jr Park, Lucas					8		8		8	32	32			8									96
Sports Fields Maintenance	Nicholl Park, Booker. Anderson Jr Park, Lucas					8		8		8												8		32
Landscape Construction, Planning, & Planting	Macdonald medians, Judge Carrol Park, Greenway/Senior Center																							0
Trash/litter pickup	City Medians/ Greenway/ROW,Parks																							0
Street Trash Receptacle	City Wide														32									32
Special Events																								0
Management/ Scheduling/ Meetings		32		32	24																			88
Procurement			32		6																			38
Timesheets					2		2															1		5
Leaves		8	8	8	8	8	8	8	8	8	8	8	8	8	8			40	8			8	40	208
Training																								0
Overtime																								0
Total (Hours)		40	40	40	40	40	40	40	40	40	40	40	40	0	40	40	0	40	40	0	0	40	40	720

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CITY OF RICHMOND  
 PARKS & LANDSCAPING MAINTENANCE DIVISION  
 GENERAL FUND  
 NOVEMBER 2025 WORK SCHEDULE



Monday, November 17, 2025 to Friday, November 21, 2025		PARKS & LANDSCAPE SUPERINTENDENT	EQUIPMENT PARTS SPECIALIST	PARKS SUPERVISOR	PARKS SUPERVISOR	MAINTENANCE LEAD WORKER	MAINTENANCE LEAD WORKER	MAINTENANCE LEAD WORKER	TREE LEADWORKER	MAINTENANCE LEAD WORKER	PARKS CONSTRUCTION & MAINT WKR	PARKS CONSTRUCTION & MAINT WKR	GROUNDKEEPER/ GARDENER	GARDENER	GROUNDKEEPER/ GARDENER	MAINTENANCE AIDE II/III	GROUNDKEEPER	GROUNDKEEPER	GROUNDKEEPER/ GARDENER	TOTAL HOURS				
Tasks	Work Locations	40	40	40	40	40	40	40	40	40	40	40	40	0	40	40	0	40	40	0	0	40	40	720
Weed abatement	General Fund Parks/ Medians/ Rightaways.					4	8	4		4						8		16	7			8		59
Landscape Maintenance/Mowing	General Fund Parks					4		4		4	8	8				8							8	44
Tree/shrub pruning/trimming	City Wide/Parks/Medians			16		8	6	8	40	8			40			8							8	142
Hardscape/Restroom/Fence Maintenance/Irrigation	LaMoine Park, MLK Park, 6th & Greenway Restroom					8		8		8	32	32				8								96
Sports Fields Maintenance	BTA/MLK/Nicoll/Tiller/North Richmond/Shield					8		8		8						8							8	40
Landscape Construction, Planning, & Planting	LaMoine Park, Rain Cloud/Tiller Parks/Cutting Medians					8	24	8		8								23	24					95
Trash/litter pickup	Medians throughout the city / Grenway, Parks																		8				8	16
Street Trash Receptacle	City Wide														40									40
Special Events																								0
Management/ Scheduling/ Meetings		40		18	32																			90
Procurement			40	4	4																			48
Timesheets				2	4		2											1	1					10
Leaves																							40	40
Training																								0
Overtime																								0
Total (Hours)		40	40	40	40	40	40	40	40	40	40	40	40	0	40	40	0	40	40	0	0	40	40	720

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CITY OF RICHMOND  
 PARKS & LANDSCAPING MAINTENANCE DIVISION  
 GENERAL FUND  
 NOVEMBER 2025 WORK SCHEDULE



Monday, November 24, 2025 to Friday, November 28, 2025		PARKS & LANDSCAPE SUPERINTENDENT	EQUIPMENT PARTS SPECIALIST	PARKS SUPERVISOR	PARKS SUPERVISOR	MAINTENANCE LEAD WORKER	MAINTENANCE LEAD WORKER	MAINTENANCE LEAD WORKER	TREE LEADWORKER	MAINTENANCE LEAD WORKER	PARKS CONSTRUCTION & MAINT WKR	PARKS CONSTRUCTION & MAINT WKR	GROUNDKEEPER/ GARDENER	GARDENER	GROUNDKEEPER/ GARDENER	MAINTENANCE AIDE II/III	GROUNDKEEPER	GROUNDKEEPER	GROUNDKEEPER/ GARDENER	TOTAL HOURS				
Tasks	Work Locations	40	40	40	40	40	40	40	40	40	40	40	40	0	40	40	0	40	40	0	0	40	40	720
Weed abatement	Multiple Parks. Medians throughout the city					4	8	4		4					8								8	36
Landscape Maintenance/Mowing	Civic Center Plaza, Nevin park, Greenway,JFK BTA,Crescent Parks					4		4		4												1		13
Tree/shrub pruning/trimming Hardscape/Restroom/Fence Maintenance/Irrigation Reapirs	City Wide/Parks/Medians					8		8	24	8			24										8	80
Sports Fields Maintenance	Various					8		8		8	24	24			8									80
Landscape Construction, Planning, & Planting	BTA/MLK/Nicoll/Tiller/North Richmond/Shield						16								8								8	32
Trash/litter pickup	Medians throughout the city																	23	23					46
Street Trash Receptacle	City Medians/Grenway/ROW/Parks																							0
Special Events	City Wide														24									24
Management/ Scheduling/ Meetings		24		24	24																			72
Procurement			24																					24
Timesheets																		1						1
Leaves		16	16	16	16	16	16	16	16	16	16	16	16		16	16		16	16				16	40
Training																								0
Overtime																								0
Total (Hours)		40	40	40	40	40	40	40	40	40	40	40	40	0	40	40	0	40	40	0	0	40	40	720

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