**CITY OF RICHMOND**
**PARKS & LANDSCAPING MAINTENANCE DIVISION**
**HILLTOP LANDSCAPE MAINTENANCE DISTRICT**
**NOVEMBER 2025 WORK SCHEDULE**

| Monday, November 3, 2025 to Friday, November 7, 2025 | | PARKS SUPERVISOR | MAINTENANCE LEAD WORKER | PARKS CONSTRUCTION & MAINTENANCE WORKER | GROUNDSKEEPER/ GARDENER | GROUNDSKEEPER/ GARDENER | GROUNDSKEEPER/ GARDENER | GROUNDSKEEPER/ GARDENER | GROUNDSKEEPER/ GARDENER | GROUNDSKEEPER/G ARDENER | MAINTENANCE AIDE I/II | MAINTENANCE AIDE I/II | TOTAL HOURS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Tasks** | **Work Locations** | **0** | **40** | **40** | **40** | **40** | **40** | **40** | **40** | **40** | **40** | **40** | **400** |
| **Weed abatement** | HLMD | | 8 | 8 | 8 | 8 | | 8 | 8 | 8 | 32 | 32 | 120 |
| **Landscape Maintenance** | Parks | | | 8 | 8 | 8 | | 8 | 8 | 8 | 8 | 8 | 64 |
| **Tree/Shrub pruning, planting** | HLMD | | 8 | 8 | 16 | | | 8 | 8 | 8 | | | 56 |
| **Hardscape Maintenance** | HLMD | | 8 | 8 | 8 | | | 8 | 8 | | | | 40 |
| **Sports Fields Maintenance** | HLMD | | 8 | | | 8 | | | 8 | | | | 24 |
| **Irrigation Repair** | HLMD | | | | | | | | | | | | 0 |
| **Turf Mowing** | HLMD | | | 8 | | 8 | | 8 | | 8 | | | 32 |
| **Encampment Abatement** | HLMD | | | | | | | | | 8 | | | 8 |
| **Trash/Litter Pickup** | HLMD | | 8 | | | 8 | | | | | | | 16 |
| **Special Events** | HLMD | | | | | | | | | | | | 0 |
| **Management/ Scheduling/ Meetings** | Parks Yard/Hilltop Office | | | | | | | | | | | | 0 |
| **Procurement** | Parks Yard/Hilltop Office | | | | | | | | | | | | 0 |
| **Timesheets** | Hilltop office | | | | | | | | | | | | 0 |
| **Training** | Various | | | | | | | | | | | | 0 |
| **Leaves** | N/A | | | | | | | | | | | | 0 |
| **Light Duty (Civic Center Plaza)** | | | | | | | 40 | | | | | | 40 |
| **Overtime** | N/A | | | | | | | | | | | | 0 |
| **Total (Hours)** | | 0 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 400 |

**CITY OF RICHMOND**
**PARKS & LANDSCAPING MAINTENANCE DIVISION**
**HILLTOP LANDSCAPE MAINTENANCE DISTRICT**
**NOVEMBER 2025 WORK SCHEDULE**

| Monday, November 10, 2025 to Friday, November 14, 2025 | | PARKS SUPERVISOR | MAINTENANCE LEAD WORKER | PARKS CONSTRUCTION & MAINTENANCE WORKER | GROUNDSKEEPER/ GARDENER | GROUNDSKEEPER/ GARDENER | GROUNDSKEEPER/ GARDENER | GROUNDSKEEPER/ GARDENER | GROUNDSKEEPER/ GARDENER | GROUNDSKEEPER/G ARDENER | MAINTENANCE AIDE I/II | MAINTENANCE AIDE I/II | TOTAL HOURS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Tasks** | **Work Locations** | **0** | **40** | **40** | **40** | **40** | **40** | **40** | **40** | **40** | **40** | **40** | **400** |
| **Weed abatement** | HLMD | | 8 | 8 | 8 | 8 | | 8 | 8 | 8 | 32 | 32 | 120 |
| **Landscape Maintenance** | Parks | | | | | | | | | | | | 0 |
| **Tree/Shrub pruning, planting** | HLMD | | 8 | 8 | 16 | | | 8 | 8 | 8 | | | 56 |
| **Hardscape Maintenance** | HLMD | | 8 | 8 | 8 | | | 8 | 8 | | | | 40 |
| **Sports Fields Maintenance** | HLMD | | 8 | 8 | | 8 | | | 8 | | | | 32 |
| **Irrigation Repair** | HLMD | | | | | | | | | | | | 0 |
| **Turf Mowing** | HLMD | | | | | 8 | | 8 | | 8 | | | 24 |
| **Encampment Abatement** | HLMD | | | | | | | | | 8 | | | 8 |
| **Trash/Litter Pickup** | HLMD | | | | | 8 | | | | | | | 8 |
| **Special Events** | HLMD | | | | | | | | | | | | 0 |
| **Management/ Scheduling/ Meetings** | Parks Yard/Hilltop Office | | | | | | | | | | | | 0 |
| **Procurement** | Parks Yard/Hilltop Office | | | | | | | | | | | | 0 |
| **Timesheets** | Hilltop office | | | | | | | | | | | | 0 |
| **Training** | Various | | | | | | | | | | | | 0 |
| **Leaves** | N/A | | 8 | 8 | 8 | 8 | | 8 | 8 | 8 | 8 | 8 | 72 |
| **Light Duty (Civic Center Plaza)** | | | | | | | 40 | | | | | | 40 |
| **Overtime** | N/A | | | | | | | | | | | | 0 |
| **Total (Hours)** | | 0 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 400 |

**CITY OF RICHMOND**
**PARKS & LANDSCAPING MAINTENANCE DIVISION**
**HILLTOP LANDSCAPE MAINTENANCE DISTRICT**
**NOVEMBER 2025 WORK SCHEDULE**

| Monday, November 17, 2025 to Friday, November 21, 2025 | | PARKS SUPERVISOR | MAINTENANCE LEAD WORKER | PARKS CONSTRUCTION & MAINTENANCE WORKER | GROUNDSKEEPER/ GARDENER | GROUNDSKEEPER/ GARDENER | GROUNDSKEEPER/ GARDENER | GROUNDSKEEPER/ GARDENER | GROUNDSKEEPER/ GARDENER | GROUNDSKEEPER/GARDENER | MAINTENANCE AIDE I/II | MAINTENANCE AIDE I/II | TOTAL HOURS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Tasks** | **Work Locations** | **0** | **40** | **40** | **40** | **40** | **40** | **40** | **40** | **40** | **40** | **40** | **400** |
| **Weed abatement** | HLMD | | 8 | 8 | 8 | 8 | | 8 | 8 | 8 | 32 | 32 | 120 |
| **Landscape Maintenance** | Parks | | | 8 | 8 | 8 | | 8 | 8 | 8 | 8 | 8 | 64 |
| **Tree/Shrub pruning, planting** | HLMD | | 8 | 8 | 16 | | | 8 | 8 | 8 | | | 56 |
| **Hardscape Maintenance** | HLMD | | 8 | 8 | 8 | | | 8 | 8 | | | | 40 |
| **Sports Fields Maintenance** | HLMD | | 8 | | | 8 | | | 8 | | | | 24 |
| **Irrigation Repair** | HLMD | | | | | | | | | | | | 0 |
| **Turf Mowing** | HLMD | | | 8 | | 8 | | 8 | | 8 | | | 32 |
| **Encampment Abatement** | HLMD | | | | | | | | | 8 | | | 8 |
| **Trash/Litter Pickup** | HLMD | | 8 | | | 8 | | | | | | | 16 |
| **Special Events** | HLMD | | | | | | | | | | | | 0 |
| **Management/ Scheduling/ Meetings** | Parks Yard/Hilltop Office | | | | | | | | | | | | 0 |
| **Procurement** | Parks Yard/Hilltop Office | | | | | | | | | | | | 0 |
| **Timesheets** | Hilltop office | | | | | | | | | | | | 0 |
| **Training** | Various | | | | | | | | | | | | 0 |
| **Leaves** | N/A | | | | | | | | | | | | 0 |
| **Light Duty (Civic Center Plaza)** | | | | | | | 40 | | | | | | 40 |
| **Overtime** | N/A | | | | | | | | | | | | 0 |
| **Total (Hours)** | | 0 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 400 |

**CITY OF RICHMOND**
**PARKS & LANDSCAPING MAINTENANCE DIVISION**
**HILLTOP LANDSCAPE MAINTENANCE DISTRICT**
**NOVEMBER 2025 WORK SCHEDULE**

| Monday, November 24, 2025 to Friday, November 28, 2025 | | PARKS SUPERVISOR | MAINTENANCE LEAD WORKER | PARKS CONSTRUCTION & MAINTENANCE WORKER | GROUNDSKEEPER/ GARDENER | GROUNDSKEEPER/ GARDENER | GROUNDSKEEPER/ GARDENER | GROUNDSKEEPER/ GARDENER | GROUNDSKEEPER/ GARDENER | GROUNDSKEEPER/G ARDENER | MAINTENANCE AIDE I/II | MAINTENANCE AIDE I/II | TOTAL HOURS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Tasks** | **Work Locations** | **0** | **40** | **40** | **40** | **40** | **40** | **40** | **40** | **40** | **40** | **40** | **400** |
| **Weed abatement** | HLMD | | 8 | 8 | 8 | 8 | | 8 | | 8 | 24 | 24 | 96 |
| **Landscape Maintenance** | Parks | | | 8 | 8 | | | | 8 | | | | 24 |
| **Tree/Shrub pruning, planting** | HLMD | | 8 | | | | | 8 | | | | | 16 |
| **Hardscape Maintenance** | HLMD | | | | 8 | | | 8 | 8 | | | | 24 |
| **Sports Fields Maintenance** | HLMD | | | | | | | | 8 | | | | 8 |
| **Irrigation Repair** | HLMD | | | | | | | | | | | | 0 |
| **Turf Mowing** | HLMD | | | 8 | | 8 | | | | 8 | | | 24 |
| **Encampment Abatement** | HLMD | | | | | | | | | 8 | | | 8 |
| **Trash/Litter Pickup** | HLMD | | 8 | | | 8 | | | | | | | 16 |
| **Special Events** | HLMD | | | | | | | | | | | | 0 |
| **Management/ Scheduling/ Meetings** | Parks Yard/Hilltop Office | | | | | | | | | | | | 0 |
| **Procurement** | Parks Yard/Hilltop Office | | | | | | | | | | | | 0 |
| **Timesheets** | Hilltop office | | | | | | | | | | | | 0 |
| **Training** | Various | | | | | | | | | | | | 0 |
| **Leaves** | N/A | | 16 | 16 | 16 | 16 | | 16 | 16 | 16 | 16 | 16 | 144 |
| **Light Duty (Civic Center Plaza)** | | | | | | | 40 | | | | | | 40 |
| **Overtime** | N/A | | | | | | | | | | | | 0 |
| **Total (Hours)** | | 0 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 400 |