

## **LANDSCAPE SUPERINTENDENT**

### **Definition:**

Under general direction plans, organizes and manages the activities of the Landscape Division; manages the development, maintenance and servicing of City parks, grounds, parkways, street trees, recreational trails, medians, irrigation systems, weed abatement to include pesticide and herbicide applications, rights-of-way and recreation facilities; develops division objectives; administers the tree trimming contract; establishes and evaluates work standards and performance and performs related work as required.

### **Essential Duties and Responsibilities:**

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent in the class include the following:

Plans, organizes, manages and evaluates the functions of the Landscape Division.

Manages the selection, training, supervision and evaluation of assigned staff; develops work schedules and plans assignments.

Establishes and reviews division objectives, standards and procedures.

Initiates field inspections of work areas and inspects work areas as needed; investigates service requests and public complaints and accident/damage reports.

Conducts safety and other meetings and represents the City and/or the department/division at staff, public and professional meetings and conferences.

Prepares and makes oral and written presentations.

Coordinates work projects with other divisions and departments.

Reviews and modifies work standards and procedures in accordance with performance.

Reviews and analyzes a variety of records, contracts, reports and other data.

Prepares, monitors and manages the division budget and recommends and evaluates capital, personnel and operating budget outlays.

Approves requisitions for materials, supplies and equipment.

Plans and oversees street tree and other contract work.

Prepares bid specifications and cost estimates.

Prepares and analyzes division activity, performance, safety and other reports.

Operates a personal computer and uses applicable software to compose/prepare a variety of records, correspondence, presentations, comprehensive reports and other material.

Drives a vehicle on City business.

**Other Duties and Responsibilities Include:**

Performs other projects/tasks as assigned.

Lifts and moves equipment and tools weighing 50 pounds or less.

**Class Characteristics:**

Landscape Superintendent is a single incumbent division manager position in the Maintenance Services Department and has broad responsibility for the safe, efficient and cost-effective administration of division activities. Assigned duties require substantial independent judgment and initiative.

**Contacts and Relationships:**

The Landscape Superintendent establishes and maintains contact with Maintenance Services Department staff. Additional contact will occur with vendors, contractors, other City employees, the City Manager, City Council members, user departments and divisions, interest groups, the public and their representatives.

**Qualification Guidelines:**

The knowledge and abilities which are required to perform the duties and responsibilities of this class include the following:

**Knowledge of:**

Effective supervisory and management techniques.

Principles, practices, methods, materials and equipment used in landscape program management.

Customer service and conflict resolution techniques.

Horticulture to include recognition, use and care of a variety of grasses, shrubs, trees and ornamental plants.

Applicable laws and regulations related to landscaping issues and legal issues related to areas of responsibility.

Safety regulations, practices and procedures.

Customer service and conflict resolution techniques.

Techniques of research and analysis and methods of making effective oral and written presentations.

Budgeting methods and procedures.

Contract administration related to area assigned.

Computer applications related to area assigned.

**AND**

**Ability to:**

Plan, organize, manage and evaluate Landscape Division operations.

Interpret and apply applicable laws and City and division/department rules and regulations.

Select, train, supervise and evaluate division employees.

Understand and carry out oral and written instructions; initiate and carry out required procedural assignments and use independent judgment and initiative.

Adhere to multiple deadlines and handle multiple projects.

Communicate effectively orally and in writing.

Research and prepare performance reports, correspondence and budget recommendations concerning personnel, materials and equipment utilization, capital outlays and safety practices.

Establish and maintain effective relationships with those contacted in the course of work.

Meet the public with courtesy and tact.

Operate a personal computer and use applicable software.

**A typical way to obtain the knowledge and abilities is as follows:**

**Education:**

Bachelors Degree in Business Administration, Public Administration, Operations Management, Landscape Architecture, Horticulture or a related field from an accredited college or university supplemented by coursework in horticulture.

**AND**

**Experience:**

Six years of progressively responsible experience in the development, maintenance and servicing of parks, medians, irrigation systems and landscaped areas to include four years of supervisory experience.

**Special Requirements Include:**

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work flexible and extended hours to accommodate City needs and be available to respond to emergency calls as needed.

The City of Fullerton's Conflict of Interest Code requires that the Landscape Superintendent file financial disclosure statements in accordance with state and local laws.

Qualified Applicator License issued by the State of California Department of Pesticide Regulation within twelve months of employment.

Certification as an International Society of Arboriculture Arborist.

**Non-Required Skills / Abilities / Experience / Certifications / Education Which may be Helpful or Preferred Include:**

Pest Control Advisor License issued by the State of California.

**Physical Tasks and Working Conditions Include the Following:**

Work is performed in an office environment and on-site in the field. When work is performed outdoors there is full exposure to the elements. The incumbent uses a computer, keyboard and related equipment, drives a vehicle on City business, sits, stands, walks, crouches, twists, bends, pushes, pulls, reaches, grasps, lifts and moves tools and equipment weighing 50 pounds or less. When on-site in the field the incumbent may walk and stand on slippery/uneven slopes and surfaces, climb ladders and may be exposed to extreme noise, exhaust fumes, mechanical hazards, vehicular traffic, dust, herbicides, pesticides and other hazardous chemicals. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

**Fair Labor Standards Act Designation:** Exempt – Administrative.

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