

LANDSCAPE SUPERVISOR SERIES

Definition:

Under general supervision schedules, coordinates and supervises workers and work crews performing landscape maintenance duties for City parks, grounds, parkways, recreational trails, medians, street trees, irrigation systems, recreational facilities and other City property; assists in developing division objectives and work plans; evaluates work performance; oversees city-wide tree maintenance and tree-related projects and performs related work as required.

Class Titles

Landscape Supervisor I
Landscape Supervisor II

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent in the class include but are not limited to the following:

Schedules, coordinates and supervises work crews of various sizes and individual workers performing landscape related activities including weed abatement.

Assists in the selection, training and evaluation of assigned staff; establishes daily priorities and assigns work to crews and individuals; oversees daily attendance/time card and work activity records.

Inspects work in progress and upon completion for compliance with work plans.

Interprets and applies applicable division/department rules and regulations.

Investigates and reports major landscape problems.

Assists management with developing and implementing Integrated Pest Management (IPM) program.

Reviews service requests and resolves complaints, concerns and operational/technical problems.

Assists in coordinating work projects with other divisions/departments.

Conducts and participates in staff, safety and management meetings with assigned staff.

Drafts and recommends landscape maintenance schedules, productivity and quality standards and safety procedures; recommends solutions to operational and technical problems.

Develops and implements Request for Proposals or Request for Qualifications selection process in areas of responsibility.

Recommends and drafts orders for materials, supplies and equipment.

Oversees contractors as applicable, monitors their work and participates in contractor negotiations.

Monitors the day-to-day control of expenditures for materials and supplies.

Operates modern office equipment including computer equipment and specialized software application programs to compose/prepare a variety of correspondence and reports including performance, inspection and safety reports.

Responds to public inquires and requests related to assigned areas.

Assists with preparation of the Landscape Division budget.

Drives a vehicle on City business.

Other Duties and Responsibilities Include:

Performs other projects/tasks as assigned.

May act as Manager - Landscape and Streets Divisions as assigned.

May serve as a division representative at meetings of City Council, City Commissions, City staff or other organizations.

Class Characteristics:

Landscape Supervisor I/II is a multi-incumbent supervisory position in the Public Works Department and has substantial responsibility for the quality of work, efficiency and safety through the effective scheduling and supervision of workers and work crews. Assigned duties require independent judgment and initiative. The Landscape Supervisor I is the entry level. An incumbent at the I level has sufficient ability and knowledge to perform substantially all the duties and responsibilities of the position and, over time, is expected to gain the additional work experience and skills needed to progress to the II level. Landscape Supervisor II is the journey level in the series. A Landscape Supervisor II is distinguished from the lower level by the II's performance of more complex and difficult duties involving the exercise of a greater degree of responsibility, independent judgment and initiative.

Upon gaining the necessary knowledge, skills and experience, as well as a current performance rating of "Exceeds Expectation" or better, and at least one year at the top step of the range for Landscape Supervisor I, an incumbent at this level may be advanced to landscape Supervisor II upon approval of the City Manager.

Supervision Received and Exercised

- Receives general direction from the Manager – Landscape and Street Divisions

- Exercises direction over Grounds Maintenance Lead Workers and assigned subordinate field Public Works – Maintenance Services

Contacts and Relationships:

A Landscape Supervisor establishes and maintains contact with Public Works Department staff. Additional contact will occur with City Council, other City employees, vendors, members of professional organizations/agencies, contractors, 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.

Methods, materials, equipment and techniques used in landscape program management including herbicide and pesticide use.

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

Effective and efficient water use, including irrigation system design and implementation.

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

Record keeping and report writing techniques.

Math related to area assigned.

Basic budget principles.

Public relations and customer service techniques.

Negotiating and conflict resolution techniques.

Safety regulations, practices and procedures.

Contract administration related to area assigned.

English usage, spelling, grammar and punctuation.

Modern office practices, methods and computer equipment and applications related to the work.

AND

Ability to:

Manage, supervise, train and evaluate assigned staff; determine work priorities and schedule, organize, assign and coordinate the work of crews and individuals.

Assist in employee selection, training, supervision and evaluation.

Understand and implement laws, rules and regulations applicable to area of assignment.

Communicate effectively orally and in writing.

Adhere to multiple deadlines and handle multiple projects.

Read and interpret work related blueprints, plans, specifications and diagrams.

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

Make sound decisions in accordance with established procedures and policies; identify solutions and make recommendations in support of division and department goals and objectives. .

Estimate material, equipment and labor costs.

Prepare reports and compose correspondence.

Interact effectively with others in the workplace; resolve conflicts in a fair and amicable manner.

Handle job stress and maintain composure in public settings.

Meet and serve the public with professionalism, courtesy and tact.

Operate modern office equipment including computer equipment and applicable and specialized software.

Education and Experience:

Any combination of training and experience, which provides the required knowledge, skills and abilities is considered qualifying. A typical way to obtain the required qualifications is:

Associates Degree from an accredited community college or completion of two years of study towards a Bachelors Degree at an accredited college or university in business administration, public administration, landscape architecture, horticulture, or a related field.

AND

Four years of progressively responsible experience in landscape development and maintenance, to include some landscape pest control experience and two years of lead or supervisory experience.

The following are highly desirable:

- Certification by the International Society of Arboriculture within twelve months of employment
- Backflow Device Certificate issued by the County of Orange
- Pest Control Advisors License and Qualified Applicator Certificate issued by the State of California

Special Requirements Include:

Valid and appropriate California Driver's License and acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Pull Notice Program

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

California Government Code §3100 – 3109 requires that all public employees are to be declared disaster service workers and shall take and subscribe to the related oath or affirmation as required.

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 exposure to the elements. An incumbent drives a vehicle on City business, uses a computer, keyboard and related equipment, sits, stands, walks, crouches, kneels, bends, pushes, twists, pulls, reaches, grasps, lifts and moves tools and equipment weighing 50 pounds or less. When on-site in the field an incumbent may walk and stand on uneven/slippery surfaces, climb inclines and be exposed to noisy equipment, vibration, fumes, vehicular traffic, dust, vegetation, herbicides, pesticides and other hazardous chemicals. An 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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