

LANDSCAPE MAINTENANCE SUPERVISOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general direction, organizes, monitors, and supervises the parks and landscape maintenance operations within the Public Works Department; performs a variety of technical tasks relative to parks operations.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for City parks and landscape maintenance operations.
2. Establish schedules and methods for providing parks maintenance services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
3. Participate in the development of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures; participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.
4. Participate in the selection of parks maintenance staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
5. Participate in the preparation and administration of the division budget; submit budget recommendations; monitor expenditures.
6. Monitor and control supplies and equipment; order supplies and tools as necessary; prepare documents for equipment procurement.
7. Answer questions and provide information to the public; investigate complaints and recommend a corrective action as necessary to resolve complaints.
8. Perform the most technical and complex tasks of the work unit.
9. Maintain records concerning operations and programs; prepare reports on operations and activities.
10. Coordinate with contractors in providing contract services; solicit and collect bids for new equipment and contracted maintenance work.
11. Perform related duties as required.

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QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Principles and practices of park and landscape maintenance.
Equipment, tools and materials used in park and landscape maintenance activities and services.
Principles of supervision and training.
Principles and practices of safety management.
Principles of landscape irrigation and horticulture.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Pertinent local, state and federal laws, ordinances and rules.

Ability to:

Organize, implement and direct park and landscape maintenance operations and activities.
Interpret and explain pertinent department policies and procedures.
Develop cost estimates for supplies and equipment.
Perform the most complex maintenance duties and operate related equipment.
Read and interpret maps, plans, sketches, schematics, diagrams, and blueprints.
Demonstrate tact and diplomacy with the public.
Develop and recommend systems and procedures related to park and landscape maintenance.
Supervise, train and evaluate assigned staff.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Two years of college level course work that includes business, management, horticulture, or a related field.

Experience:

Four years of increasingly responsible park and landscape maintenance experience including some lead supervisory experience.

License or Certificate:

Possession of an appropriate, valid driver's license.

May be necessary to obtain specialized license or certificate related to area of assignment as required by the position.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in an indoor office setting and outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; work in or around water; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including

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slippery or uneven surfaces and rough terrain.

Physical: Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to lift, carry, push, and/or pull moderate amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Bargaining Group: Supervisors/Confidential

FLSA Status: Non-Exempt

June, 2007

Johnson & Associates

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Landscape Maintenance Supervisor position and I certify that I can perform these functions.

Applicant Signature

Date

Witness

*Management has the right to add or change these duties of the position at any time.