LANDSCAPE SUPERVISOR

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 and recreational facilities; assists in developing division objectives; evaluates work 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:

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.

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.

Recommends and drafts orders for materials, supplies and equipment.

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

Operates a personal computer and uses applicable software to compose/prepare a variety of correspondence and reports including performance, inspection and safety reports.

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

Demonstrates safe work procedures and equipment operation.

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.

Acts as Landscape Superintendent as assigned.

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

Class Characteristics:

Landscape Supervisor is a multi-incumbent supervisory position in the Maintenance Services 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.

Contacts and Relationships:

A Landscape Supervisor establishes and maintains contact with Maintenance Services Department staff. Additional contact will occur with other City employees, vendors, 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.

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.

Customer service and conflict resolution techniques.

Safety regulations, practices and procedures.

Contract administration related to area assigned.

Computer applications related to area assigned.

AND

Ability to:

Determine work priorities and schedule, organize, assign and coordinate the work of crews and individuals.

Assist in employee selection, training, supervision and evaluation.

Communicate effectively orally and in writing.

Adhere to multiple deadlines and handle multiple projects.

Read and interpret work specifications/plans.

Make sound decisions in accordance with established procedures and policies.

Initiate and carry out required procedural assignments; understand and carry out oral and written instructions and use independent judgment and initiative.

Estimate material, equipment and labor costs.

Prepare reports and compose correspondence.

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

Operate a personal computer and use applicable software.

Meet the public with courtesy and tact.

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

Education:

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 or a related field.

AND

Experience:

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.

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.

Pest Control Advisors License and Qualified Applicator Certificate issued by the State of California within twelve months of employment.

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

Certification by the International Society of Arboriculture.

Backflow Device Certificate issued by the County of Orange.

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

Revised March 2007
Revised June 2000
Revised August 1991