

LANDSCAPE SERVICES SUPERVISOR

Salary Range: 33 (Public Service Employees)

DEFINITION

Under general direction, plans, schedules, assigns and reviews the work of landscape services staff within the Landscape Services Division; coordinates, monitors, and provides technical input for assigned landscape construction projects and other special programs; provides technical assistance to the Operations Manager; performs a variety of landscape maintenance/construction tasks; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is the full supervisory-level class in the landscape services series. Incumbents are responsible for planning, organizing, supervising, reviewing and evaluating the work of landscape services staff either directly or through lead workers. The incumbents are also expected to independently perform the full range of landscape maintenance and construction duties. Performance of the work requires the use of considerable independence, initiative and discretion within established guidelines. This class is distinguished from the Operations Manager in that the latter has management responsibility for assigned departmental functions.

SUPERVISION RECEIVED AND EXERCISED

Incumbents receive general direction from the Operations Manager, and exercise general supervision over assigned staff, including coordinating and monitoring the work of outside contractors, vendors, and consultants.

EXAMPLES OF DUTIES, KNOWLEDGE, AND ABILITIES

Duties may include, but are not limited to the following:

- Plans, organizes, assigns, supervises and reviews the work of assigned staff in the landscape services work unit.
- Provides training to assigned crews in the proper use and safe operation of equipment and materials, the safe and proper application of pesticides and herbicides, and the accepted methods of performing landscape maintenance and related projects.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Coordinates and monitors operations of landscape services work units; recommends improvements and modifications in operations and processes to ensure the most effective utilization of staff and resources; prepares various reports on operations and activities in a clear, concise, and timely manner.
- Prepares, oversees, and inspects in-house and contract work for compliance with policies and procedures, plans, specifications and standards of quality and safety.
- Assists the Operations Manager and other departmental staff in developing policies, procedures, standards and ordinances to ensure compliance with applicable laws and regulations.
- Interprets and advises staff on applicable laws, regulations, policies and procedures.

- Coordinates landscape services activities with other divisions, departments, governmental agencies and outside organizations, as appropriate.
- Determines and recommends equipment, materials, and staffing needs for assigned maintenance projects; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.
- Monitors, controls, and as needed, orders supplies and equipment; arranges for the evaluation of suppliers; assists with the preparation of specifications for competitive bids and participates in informal bid processes.
- Coordinates and monitors a variety of landscape construction projects; develops and/or reviews plans and blueprints, advises outside contractors, vendors, and/or consultants regarding the City's requirements and timelines; and updates management on project progress/status.
- Establishes and implements procedures and standards for assigned water conservation program and pesticide/herbicide safety projects.
- Acts as technical resource regarding assigned functions and projects to staff, other City departments, management, and the public; answers questions and provides information; investigates issues and concerns and recommends corrective actions as necessary to resolve complaints in a satisfactory and timely manner.
- Performs the more complex landscape maintenance and construction duties as necessary and upon request; may design and install basic irrigation systems; provides technical assistance to crews.
- Performs other duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in safe work procedures
- Principles and practices of landscape construction and maintenance
- Equipment, tools and materials used in landscape construction and maintenance
- Standard horticultural practices and plant care including the control and eradication of pests and diseases
- Proper use and application of a variety of pesticides and herbicides
- Applicable Federal, State and local laws, ordinances, regulations, and guidelines relevant to assigned duties
- Basic budgeting principles and practices
- Principles of contract administration for landscape maintenance and repair projects
- Principles and practices of safety management and application
- Modern office practices, methods and computer equipment and applications related to work
- Proper English usage, spelling, vocabulary, grammar and punctuation

- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards
- Supervise, train, plan, organize, schedule, assign, review and evaluate the work of staff
- Coordinate department activities with other City departments and agencies
- Develop, implement, and interpret goals, objectives, policies, procedures, and work standards
- Organize, implement, and direct multiple operational activities and projects
- Read and interpret complex landscape design drawings and construction blueprints
- Analyze, interpret, apply and enforce Federal, State, local policies, procedures, laws, and regulations
- Understand, interpret, and successfully communicate both orally and in writing
- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solutions
- Make sound, independent decisions within established policy and procedural guidelines
- Establish and accurately maintain a variety of manual and computerized record keeping and project management systems
- Organize own work, set priorities, and meet critical time deadlines
- Operate modern office equipment including computer equipment and software programs
- Effectively communicate in person, over the telephone, and in writing
- Use tact, initiative, and independent judgment within general policy, procedural, and legal guidelines
- Establish and maintain effective working relationships with those contacted in the course of the work
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Minimum Qualifications

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

Equivalent to the completion of the twelfth (12th) grade supplemented by a minimum of fifteen (15) units of technical or college-level coursework in construction or engineering, supervision or management, landscape design or architecture, or a closely related field, and five (5) years of increasingly responsible landscape construction and/or maintenance experience, including two (2) years of lead or supervisory experience.

GENERAL QUALIFICATIONS

License Requirements:

- A valid California Class C driver's license or higher is required at the time of appointment. Individuals who do not meet this requirement will be reviewed on a case-by-case basis.
- A Work Zone Traffic Control Safety Certificate issued by the International Municipal Signal Association (I.M.S.A.), or successful completion of the Traffic Control Technician-CA State Specific Training Course thru the American Traffic Safety Services Association is required within twelve (12) months of appointment.
- A Qualified Pesticide Applicator Certificate issued by the Department of Pesticide Regulation is required within 12 months of appointment.
- A Playground Safety Certificate is desirable.
- A Water Auditor Certificate is desirable.

Physical Requirements:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and work outdoors; strength, stamina and mobility to perform medium to heavy physical work, operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone; field work requiring frequent walking over uneven terrain to identify problems or hazards; finger dexterity to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment; ability to bend, stoop, kneel, reach, and climb to perform work and inspect work sites; lift, move, and carry materials and equipment weighing up to 50 pounds, and heavier weights with the use of proper equipment.

Working Conditions:

Employees partially work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances; partially work in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confined workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public in interpreting and enforcing departmental policies and procedures. Incumbents may be required to work various shifts on evenings, weekends and holidays, and participates in after-hours on-call assignments.

Adopted: January, 2010

Revised: January, 2017

FLSA: E

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.