

LANDSCAPE SERVICES TRADES WORKER

Salary Range: 22 (Public Service Salary Schedule)

DEFINITION

Under general supervision, provides lead direction to assigned landscape services staff; sets priorities and directs the work of assigned staff on a project or day-to-day basis; performs routine to complex tasks involving carpentry, masonry, and electrical work to improve, maintain, renovate and repair City landscapes and facilities; performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey-level class in the landscape services series that performs the most complex technical duties required to ensure that the City's landscapes and recreational facilities provide the highest level of safety for public use. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Responsibilities include inspecting and attending to assigned areas in a timely manner, performing a wide variety of tasks in the maintenance and repair of City landscapes, and providing technical and functional direction over assigned staff. This class is distinguished from the Landscape Services Supervisor in that the latter is the full supervisory-level class in the series responsible for organizing, assigning, supervising and reviewing the work of assigned staff involved in landscape maintenance operations.

SUPERVISION RECEIVED AND EXERCISED

Incumbents receive general supervision from supervisory personnel, and exercise technical and functional direction over assigned staff.

ESSENTIAL DUTIES, KNOWLEDGE, AND ABILITIES

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

- Provides technical and functional direction to assigned Landscape Services maintenance staff; reviews and controls quality of work; assists in completing employee evaluations; participates in performing routine maintenance and repair work.
- Plans, schedules, prioritizes and assigns landscape maintenance and repair work in consultation with the Landscape Services Supervisor; communicates status of repairs to appropriate personnel, working cooperatively to schedule repairs in accordance with established priorities and special operational priorities.
- Trains and instructs employees in work methods, use of tools and equipment, and relevant safety precautions.
- Maintains logs of daily activities.
- Assists in developing work plans, procedures, and schedules.
- Oversees and participates in the cleaning, maintenance and repair of City landscapes and recreation facilities, including playground equipment; identifies and evaluates safety hazards and construction-related problems.
- Performs maintenance on electrical systems in City parks, landscapes, and facilities; repairs and replaces lights and other electrical fixtures; troubleshoots, repairs, and runs circuits;

identifies circuits and calculates circuit loads; tests voltages, ohms, grounds, neutral and common wires; runs conduit; wires electrical circuits.

- Repairs block/brick structures, patches cement, constructs forms and pours concrete for small jobs such as walkways or slab repair.
- May design basic irrigation systems.
- Applies herbicides and pesticides.
- Orders supplies and equipment for work projects; maintains records of purchase orders; may assist in developing budget figures for division.
- Works effectively with contractors on City approved projects; seeks bids and estimates for proposed projects.
- Safely operates a variety of equipment used in landscape maintenance such as backhoes, aerial lifts, trenchers, mowers, edgers, blowers, and chain saws, in all environmental conditions.
- Performs minor adjustment on equipment; maintains tools and equipment in working order.
- Performs emergency repairs to City landscapes and structures as necessary; establishes proper traffic control devices, including warning signs and cones.
- Assists Police and Fire personnel in emergency situations and around hazardous accident scenes.
- Responds to inquiries and answers questions from public or escalates to supervisor, as necessary.
- Performs other duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Basic principles of supervision and training
- Practices, methods, equipment, tools and materials used in landscape maintenance and repair work, carpentry, painting, electrical, masonry, welding and related trades
- Standard horticultural practices including proper planting, maintenance, and control and eradication of pests and diseases
- Proper use and applications of a variety of pesticides and herbicides
- Applicable local, state and federal laws, ordinances, regulations, and guidelines relevant to assigned duties
- Occupational hazards and safety precautions of landscape maintenance and construction work
- Proper traffic control (including warning signs and cones) to provide safe passage for the traveling public through the work area as well as for the safeguard of workers
- Computer applications related to the work
- Basic record keeping principles and procedures
- Basic arithmetic
- Safe driving rules, work methods and safety practices pertaining to the work

- Proper English usage, grammar, spelling, vocabulary, and punctuation
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone

Ability to:

- Plan, schedule, assign, and oversee activities of an efficient landscape maintenance program
- Identify and implement effective course of action to complete assigned work
- Inspect the work of others and maintain established quality control standards
- Train others in proper and safe work procedures
- Perform complex landscape maintenance duties
- Oversee and participate in landscape maintenance and related general services projects
- Skillfully and safely operate motorized equipment such as tractors, pavers, backhoes, mowers, dump trucks, hydraulic jackhammers, and tampers
- Work with contractors on City approved projects
- Organize own work, set priorities and meet critical time deadlines
- Effectively communicate in person, over the telephone, and in writing
- Use tact, initiative, and independent judgment within general policy and legal guidelines
- Establish and maintain effective working relationships with those contacted in the course of 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, and four (4) years of landscape maintenance and construction experience.

GENERAL QUALIFICATIONS**License Requirements:**

- A valid California Class C driver license or higher with a satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- A Valid California class A driver's license with a satisfactory driving record is required within twelve (12) months of appointment.
- 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 twelve (12) months of appointment.

- A Playground Safety Certificate is desirable.
- A Water Auditor Certificate is desirable.

Physical Requirements

Must possess mobility to work out of doors; 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 or radio; fieldwork 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; the 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 work primarily 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. This class is subject to random drug testing in accordance with Department of Transportation guidelines.

FLSA: NE

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.

Adopted: January 2010

Revised: January 2017