



Landscape Maintenance Supervisor

Department/Division:	Parks and Recreation
Reports To:	Landscape Maintenance Manager
Provides Direction To:	Landscape Maintenance Worker and Equipment Operator

GENERAL PURPOSE

Under general supervision, assigns, coordinates, and supervises the work of crews engaged in maintenance, construction, and development of parks, related facilities, and trees on city property; provides supervision, direction and oversight of staff, contracts, and contractors; makes direct contact with community members to facilitate operations, and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Landscape Maintenance Supervisor is a supervisory level classification of the Landscape Division of the Parks and Recreation Department. The incumbent receives assignments from and reports to the Landscape Maintenance Manager. This position is distinguished from the Landscape Maintenance Worker by its supervisory responsibility over the work crews.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Lays out, assigns, coordinates and supervises the work of crews performing park maintenance, tree maintenance, construction, irrigation and mowing.
2. Supervises, evaluates, disciplines, leads, and directs the work of others.
3. Oversees contract work within the City.
4. Estimates time and staffing needs for specific assignments; assists the Landscape Maintenance Manager in planning and scheduling routine and special work and projects.
5. Reviews completed work and jobs in progress to ensure they are being performed correctly and in accordance with design or contract requirements.

6. Assists the Landscape Maintenance Manager in budgeting for equipment, materials, supplies, and personnel for Landscape Maintenance Division.
7. Installs and maintains irrigation systems; conducts backflow testing as needed.
8. Maintains accurate records of time, materials and parts used, and work performed.
9. Performs various landscape maintenance tasks as required.
10. Responds to emergency situations in the City as required.
11. May operate equipment used in park, parkway, and tree maintenance work when necessary.

QUALIFICATIONS GUIDELINES

Knowledge of:

Thorough knowledge of the methods and principles of leadership, management, supervision, budgeting, and customer services; complete working knowledge of methods and procedures used in all phases of park maintenance and tree services, including such tasks as tree planting, general landscape, irrigation, trimming and removal of landscape; principles and methods of propagating, pruning, cultivating, caring for and maintaining shrubs, flower, turf and trees considerable knowledge of the functions; utility and safe operation of equipment, and heavy equipment used in parks and trees maintenance; considerable knowledge of application and safe use of all pesticides, weed inhibitors and other products; and computer operations and program relating to scheduling, operation, and record keeping.

Ability to:

Assign, supervise and plan the work of personnel engaged in landscape maintenance activities; provide training to maintenance personnel; operate a wide range of light to medium power-driven equipment; read and interpret drawings, plans, blueprints, and specifications; maintain records and prepare reports; assist in the preparation of the Department budget; establish and maintain effective working relationships with those contacted through course of work.

Education/Training/Experience:

Graduation from high school or equivalent. Completion of college coursework leading to an Associate of Arts degree in horticulture or supervision/management

is highly desirable. Five or more years of increasingly responsible experience in landscape maintenance, including the operation of power-driven equipment and lead or supervisory responsibilities.

Licenses; Certificates; Special Requirements:

A valid California driver's license issued from the California Department of Motor Vehicles for the type of vehicles or equipment operated in the course of employment is required.

Backflow device tester's Certification from the Los Angeles County Department of Health is desirable.

Qualified Applicator's Certificate with the State of California, is desirable.

The position may work on-call and respond to maintenance emergencies.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear; walk; sit; climb or balance; stoop, kneel, crouch or crawl.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and move materials, tools and equipment weighing up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with City staff, other organizations and the public; occasionally required to deal with dissatisfied or quarrelsome individuals.

WORK ENVIRONMENT

The employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts, and is exposed to traffic, wet or humid conditions, and vibration. The employee occasionally works in high, precarious places and is exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level is frequently loud.