

## **Landscape Specialist**

### ***DEFINITION***

Responsible for the management and care of the City's urban ecosystem; including the City's open space, park medians, and owned properties/building. Performs broad range of functions including project management, pursuit of funding, community presentations/education, developing program standards for public and private development and maintenance.

Position works independently, under applicable City, State and Federal policies, procedures and regulations. Coordinates, supervises and inspects the work of contractors. Works integrally with Public Works Maintenance Division to develop performance standards and to educate City maintenance crews and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned management staff.

### **EXAMPLES OF DUTIES** (Illustrative Only)

- Assists with request for proposals and selection of landscape maintenance contracts. Administer and inspect the work of contractors. Establishes procedures and develops tracking system to ensure the success of contacts and associated budgets.
- Assist with landscape redesigns and development projects. Assist with the design, bidding, construction and maintenance phases. Works directly with consultants during each phase to ensure implementation of project goals and associated budgets.
- Assist management in overseeing landscape maintenance program. Interacts with City employees through educational workshops and field training.
- Make recommendations on landscaping operation policies, procedures, systems and budgets.
- Plan, direct and financially optimize the annual flower planting projects, contract landscaping services and irrigation systems.
- Inspect landscaped areas for compliance with City approved landscape and irrigation plans during various stages of construction, installation, and eventual maintenance.

- Prepare daily logs on construction, installation and/or maintenance performed. Ability to document work progress, deficiencies and corrective action required with consistent follow through to ensure work is completed satisfactorily and maintained properly. Documentation may include, but not be limited to: written text, charts, drawing, and/or sketches to prove activities.
- Maintain phone records, project files, correspondence and logs on all landscape projects inspected and understand and interpret laws, regulations and methods about the application of chemical herbicides and pesticides.
- Remain current on new trends and innovations in the field of landscape maintenance; design and irrigation.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Tree and plant material biology and material identification.
- Knowledge of plant material, taxonomical and common names of trees and plant material.
- Applicable codes, ordinances and regulations, including applicable safety standards.
- Installation and establishment of new trees and shrubs
- Problem diagnosis regarding diseases and infestations of plant material.
- Landscape and irrigation equipment and design.
- Principles and practices of landscape architecture.
- Practices for documenting inspections and correcting violations
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various professional, educational, regulatory and legislative organizations.
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.

### **Skill in:**

- Select and use computer software.
- Work independently in the absence of supervision.
- Explaining codes and regulations to developers, engineers, architects, property owners and others.
- Interpreting and consistently applying complex laws, codes, regulations and ordinances.
- Reviewing and interpreting plans and specifications.
- Effectively representing the City in meetings with governmental and regulatory agencies, community groups, property owners, contractors, developers, business owners and the public.
- Preparing clear and concise reports, correspondence and other written materials.

- Maintaining accurate records and files.
- Organizing and prioritizing work and meeting critical deadlines.
- Using English effectively to communicate in person, over the telephone and in writing.
- Using tact, initiative and independent judgment within established procedural guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Providing exceptional customer service to coworkers, internal customers and the public.

### **Education and Experience:**

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:

#### **Experience:**

Four years experience as a landscaping professional in a desert climate.

#### **Training:**

Equivalent to a Bachelors degree from an accredited college or university with major course work in horticulture, landscape architecture, entomology, urban forestry or related field; and/or possession of a valid Landscaping Contractor License class C-27 issued by Contractors State License Board (CSLB).

### **License or Certificate**

Possession of, or ability to obtain, an appropriate, valid driver's license.  
Certified arborist.  
License in pesticides and herbicides is desirable.

### **Physical Demands:**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to inspect various sites; walk on uneven terrain, construction sites and climb onto roofs and other structures; strength to lift items weighing up to fifty pounds; vision to read printed materials and a computer screen and make inspections as noted above; and hearing and speech to communicate in person and over the telephone.



**Title: Landscape Manager**

**Exempt**

**Position #: 20048**

**Grade #: 129**

**Revision Date: September 1, 2004**

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*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.*

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### **DISTINGUISHING CHARACTERISTICS**

Position works independently, under applicable City, State and Federal policies, procedures and regulations. Coordinates, supervises and inspects the work of contractors and volunteers. Works integrally with Public Works Maintenance Division to develop performance standards and to educate City maintenance crews.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned management staff.

Exercises direct supervision over landscape inspector.

### **ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**--*Essential responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Initiates landscape redesigns and development projects. Assist with the design, bidding, construction and maintenance phases. Work with consultants during each phase to insure implementation of project goals and associated budgets.
- 2.
3. Provides educational resources for the City and outside organizations. Organize and present workshops to educate including: special interest groups, landscaping/irrigation professionals, City maintenance crews, residents, business/organizations, agency representative and students on City landscaping.
4. Develop graphic and written materials to be used in presentations.
- 5.
6. Perform related duties and responsibilities as required.

#### **Marginal Functions;**

- 1.
2. May participate in management/general training consistent with the City's goals and objectives of enhancing communication and participatory management.

### **QUALIFICATIONS**

### **Knowledge of:**

Nutrition and fertilization requirements for tree and shrubs  
Tree and shrub selection for all types of plant material.  
of all types of plant material.  
Pruning techniques for new trees and plant material.  
Pruning and shaping of mature trees and plant material.  
Cabling, bracing, typing and staking of trees and shrubs.  
Weed control (herbicides and pesticides).  
Seasonal changes.

### **Ability to:**

Prepare written materials.  
Lead, mentor and develop subordinates.  
Adhere to work schedule.  
Follow verbal and written directions from supervisors.  
Interact effectively and cooperatively with those contacted in the course of work.  
Understand and follow work rules.  
Accept constructive criticism.  
Work in stressful situations and conditions.

### **Experience and Training Guidelines**

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

## **WORKING CONDITIONS**

### **Environmental:**

Field environment, travel from site to site; exposure to noise, dust, grease, smoke, fumes, pesticides and herbicides. Work in inclement weather conditions.

**Physical Conditions:**

Essential and marginal functions may require maintaining strength, dexterity, and vision required to use office equipment, handling files and sheets of paper. Ability to sit for long periods of time; answer and speak on the phone; occasionally lift items weighing up to 25 pounds such as files, boxes, and stacks of paper. Ability to drive automobile as necessary for successful job performance.