

LANDSCAPE MAINTENANCE SUPERVISOR

DEFINITION

Under general direction, the Landscape Maintenance Supervisor oversees the work of several crews, assists, plans, schedules, assigns, supervises and evaluates the work of several crews involved in the maintenance, repair and construction of landscaped areas, right-of-ways and City trees throughout the City, and assists the Landscape Maintenance Manager as needed.

DISTINGUISHING CHARACTERISTICS

This is a mid-management classification allocated to the Landscape Division of the Maintenance Services Department. The Landscape Maintenance Supervisor is responsible for the maintenance of all City landscape areas, the facilitation of landscape contracts, Landscape and Lighting Assessment and Maintenance Districts and performs responsible supervision and management in support of the Landscape Division's goals and objectives. This position is distinguished from lower-level landscape maintenance classifications by its responsibility for the supervision of maintenance and clerical staff. This position is further distinguished from the Landscape Maintenance Manager in that the latter has overall management responsibility for the operation, management and administration of the City's Landscape Division.

SUPERVISION RECEIVED

General direction is provided by the Landscape Maintenance Manager.

SUPERVISION EXERCISED

Provides direct supervision of subordinate supervisory personnel, assigned field maintenance and clerical staff.

ESSENTIAL DUTIES

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

Supervises, trains and evaluates subordinates.

Assists, plans, schedules, directs, and supervises the work of crews

Supervises the City's Landscape Maintenance Program and Tree Maintenance Program, recommending improvements as needed.

Inspects landscaped areas, right-of-ways, city trees and project sites to identify repair needs, recommend corrective action, resolve work problems, evaluate work progress and identify additional needs.

ESSENTIAL DUTIES (continued):

Assists in plans for landscaped areas and median strips to enhance community appearance, selecting plant materials for aesthetic and maintenance compatibility.

Supervises the installation and maintenance of sprinkling systems and establishes irrigation schedules.

Supervises the planting, fertilizing, and maintenance of lawn and tree areas.

Directs and supervises the preparation and application of chemicals for the control of weeds, lawn pests and diseases.

Assists and coordinates division activities with other City departments and public agencies.

Inspects and supervises the work of City crews and outside contractors engaged for the purpose of landscape maintenance

Assists the Landscape Maintenance Manager and administrative staff in budget development and planning.

Assists in the preparation of cost estimates for maintenance and repair of landscapes and related facilities.

Completes performance evaluations for all directly assigned staff and ensures that same is prepared for all staff under the position's indirect supervision.

Prepares and provides input into employee performance evaluations, conducts counseling on work-related issues, and makes recommendations regarding discipline.

Participates in interviews and the selection of new employees.

Participates in the training of employees in work procedures, standards and safety practices.

Evaluates work requests and schedule materials, equipment and personnel to complete the job assignment. Coordinates the completion of work requests with other divisions when assistance is needed.

Investigates and respond to citizen inquiries and complaints regarding landscape issues, tree issues, and work performed.

Supervises the Pesticide Program and adhere to the Integrated Pest Management standards to control weeds, pests and diseases.

Prepares requisitions for materials, supplies and equipment.

Makes recommendations on the purchase and specifications for major capital equipment.

ESSENTIAL DUTIES (continued):

Completes and maintains a variety of records and reports on materials, equipment, service calls and personnel.

Assists in Landscape project development in both Public Works and Development Services from planned development to project acceptance.

Assists in inspecting the work performed by Landscape and Tree contractors for both the City Right of way and the Landscape and Lighting Assessment and Maintenance Districts.

Performs related work as necessary.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Principles and practices of landscaping, landscape maintenance, and tree maintenance.
- Physical characteristics and requirements of trees, plants, shrub and lawns in the Hayward area.
- Bay friendly design and maintenance standards and Biorientation maintenance repairs.
- Methods, materials, and equipment used in the maintenance, repair, and construction of landscaping and irrigation systems.
- Hazards and accepted safety precautions in the construction of landscaping, the application of chemical sprays, the trimming and removal of trees, and the operation of related power equipment.
- Supervision, training, and evaluation of subordinates.
- Planning aesthetically pleasing landscaped areas and tree planting.
- Occupational hazards and safety precautions necessary to safeguard against them.
- Principles of organization, administration, budget, and personnel management.
- Electronic time entry and ability to work collaboratively with Payroll staff.
- Public Records Request and Claim Response.

Ability to:

- Read and interpret plans and specifications.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Ability to:

- Estimate time, materials, and equipment needed to perform maintenance and repair work.
- Assist in the preparation and administration of the division budget.
- Communicate clearly and concisely, orally and in writing.
- Design and maintain coherent records of division activities and prepare periodic reports from these data.
- Plan, direct, and oversee the work of crews.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Four (4) years of progressively responsible experience in landscape maintenance and tree maintenance, including one (1) year of responsible supervisory or lead position experience.

Education: Equivalent to completion of the twelfth (12<sup>th</sup>) grade, supplemented by relevant college course work. Possession of an Associate of Arts Degree in related subjects such as Horticulture or Arboriculture is desirable.

Licenses and Certificates: Possession and maintenance of a valid California Class C Driver's License. Possession and maintenance of a Qualified Applicator Certificate (QAC) from the California Department of Pesticide Regulation is required at appointment. Possession and maintenance of a Qualified Applicator License (QAL) from the California Department of Pesticide Regulation is required within one (1) year of appointment. Possession and maintenance of a valid ISA Arborist certification is highly desirable.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; to work in a field environment when needed in various weather conditions; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop and safely lift and move equipment and materials weighing up to 50 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner;

SPECIAL REQUIREMENTS (continued):

and safely drive to various locations throughout the City and County to travel to fulfill assigned duties and to review work outdoors. Essential functions must be performed with or without reasonable accommodations.

PROBATIONARY PERIOD: One (1) Year

H610

April 1990

Revised August 2011

Revised October 2021

FPPC STATUS: Designated

FLSA STATUS: Exempt