

LANDSCAPE MAINTENANCE MANAGER

DEFINITION

Under general direction, plans, organizes directs and reviews all programs related to the planting and maintenance of park and landscape areas and the street-tree program including both City crew and contract maintenance programs.

DISTINGUISHING CHARACTERISTICS

This is a Division Head management classification that oversees, directs, and participates in all activities of the Landscape Maintenance Division. The Landscape Maintenance Manager is responsible for the operation and maintenance of all City landscape areas, the facilitation of landscape contracts, Landscape and Lighting Districts and performs responsible management in support of the Landscape Division's goals and objectives. This position is also responsible for assisting the Director in the overall planning, administration, management of the Landscape Maintenance Division's functions, as well as select projects in the Public Works and Engineering and Transportation and Maintenance Services Capital Improvement Program.

SUPERVISION RECEIVED

General direction is provided by the Director of Maintenance Services.

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:

Plans, schedules, directs, and supervises the work of crews in widely scattered locations.

Reviews work orders and appropriately schedules personnel and equipment.

Inspects park and landscape areas and project sites to evaluate work requirements and/or progress

Plans landscaped areas and median strips to enhance the beauty of the City, 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.

ESSENTIAL DUTIES (continued):

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

Prepares requisitions for materials and supplies, including equipment specifications.

Manages contract maintenance programs, including preparing bid specifications, evaluating bids, awarding contracts and administering contracts.

Trains and evaluates subordinates.

Coordinates division activities with other City departments and public agencies.

Develops and maintains specifications for landscape maintenance system equipment including the development and recommendation of major purchases.

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

Assists the Director and administrative staff in all budget development and planning.

Prepares cost estimates for maintenance and repair of landscapes and related facilities.

Prepares and maintains all necessary documentation and record keeping needed for compliance related to the City's annual storm water permit.

Coordinates maintenance activities with other City departments, divisions, and with outside agencies. Ensures that emergency staff is available 24 hours a day, 7 days a week, to take necessary action in the case of unexpected emergencies.

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. Performs related work as necessary.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Knowledge of (continued):

Principles and practices of landscaping, landscape maintenance, and tree maintenance.

Physical characteristics and requirements of trees, plants, shrub and lawns in the Hayward area.

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.

Ability to:

Read and interpret plans and specifications.

Estimate time, materials, and equipment needed to perform maintenance and repair work.

Prepare and administer a 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 AND EDUCATION (continued):

Experience: Five (5) years of increasingly responsible experience in the planting and maintenance of trees, park and landscape areas, including two (2) years of administrative and supervisory duties.

Education: Equivalent to completion of the twelfth (12th) grade supplemented by college level coursework in Business or Public Administration, or a related field.

Licenses and Certificates: Possession and maintenance of a valid Class C California Driver's License.

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; safely drive to various locations throughout the City and County to manage, direct, coordinate and/or participate in meetings and community events in a variety of community settings and weather conditions; make effective presentations to public audiences; conduct City business during day and evening hours, including occasional weekend and irregular hours; 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; stand, walk, reach, bend and safely lift and move equipment and materials weighing up to 50 pounds; converse by telephone, by email, in person, and before small and 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. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

H615CS91

July 1985

Revised April 1991

Revised March 2010

Revised June 2016

AAP GROUP: 2

FPPC STATUS: Designated

FLSA STATUS: Exempt