



DATE: September 15, 2016

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Revised Job Description for Landscape Maintenance Manager

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the position of Landscape Maintenance Manager to ensure that employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

BACKGROUND/DISCUSSION

In addition to adoption and approval of the City's Classification Plan, the Personnel Commission reviews job descriptions to ensure that employment standards are job-related. The City utilizes a standard format when creating and revising job descriptions. Human Resources staff reviews all job descriptions with the respective departments and updates each to align the job description with the City's Classification Plan. Furthermore, Human Resources staff makes any adjustments to the job requirements as provided by the department prior to initiating a recruitment process.

The Landscape Maintenance Manager job description was revised to update the definition, distinguishing characteristics, supervision exercised, essential duties, job related and essential qualifications, experience and education, special requirements, and to align the format to the current City standards. The changes to the job description are intended to update the duties and required knowledge of the Landscape Maintenance Manager to current standards.

The changes to the job description are as follows:

Landscape Maintenance Manager

Definition Section

Removed: "To plan, organize, and direct the..."

Added: "Under general direction, plans, organizes, directs and reviews all programs related..."

Added Distinguishing Characteristics Section

Added: "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 daily 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."

Added Supervision Exercised Section

Removed: "...Responsibilities include direct supervision; supervises of landscape maintenance division personnel, including support and technical staff; tree crews..."

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

Essential Duties Section

Added:

- "Duties may include, but are not limited to the following:"
- "...schedules..."
- "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."

Removed: "Prepares and controls division budget."

Job Related and Essential Qualifications Section

Knowledge of:

Removed: "...Abilities and Skills..."

Added:

- "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."

Added “Ability To:”

Added: “Design and maintain coherent records of division activities and prepare periodic reports from these data.”

Removed:

- “Skill in the supervision, training, and evaluation of subordinates. “
- “Skill in planning aesthetically pleasing landscaped areas and tree planting.”

Experience and Education Section**Experience:**

Removed: “Four...”

Added:

- “Five (5)...”
- “...two (2) years of...”

Education:

Removed: “Education...”

Added: “...supplemented by college level coursework in Business or Public Administration, or a related field.”

Licenses and Certifications:

Added: “Possession and...”

Special Requirements Section

Replaced: “...35 pounds...” with “...50 pounds...”

Removed: “...and qualifications...”

FISCAL IMPACT

There is no economic impact as a result of changes to the job description. The classification is in the approved salary plan, and there is no recommended change to salary.

Prepared by: Azin Gervin, Human Resources Analyst II

Recommended by: Nina S. Collins, Director of Human Resources

Approved by:

A handwritten signature in black ink, appearing to read 'K. Loo'.

Kelly McAdoo, City Manager