

**CLASS SPECIFICATION**  
**Landscape Services Supervisor**

**GENERAL PURPOSE**

Under direction, plans, schedules, directs, supervises and inspects the work of semi-skilled and skilled staff engaged in the maintenance, repair and servicing of City parkway, median and open-space landscaping and landscape maintenance programs to ensure needed public facilities and other infrastructure improvements are constructed and maintained appropriately; performs difficult and responsible work in performing plan reviews and preparing conditions of approval for landscaping elements of development projects; performs, oversees and coordinates detailed plan check processes, including consultant landscape architectural services; serves as liaison with developers, landscape architects and other public agencies on landscape issues; oversees and coordinates landscape construction activity to ensure compliance with plan conditions and applicable codes and regulations; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Landscape Services Supervisor is a single incumbent class responsible for formulating and developing assigned unit goals and objectives, supervising and inspecting the work of assigned personnel and directing day-to-day section activities; performing a variety of difficult and responsible duties associated with the approval and construction of landscape developments to be maintained by the City including parkway, median and open space landscaping. Performing, and/or reviewing and approving project plans, following technical plan check and design services performed by the City's retained consultants, ensuring City requirements are met and appropriate conditions of approval are incorporated; overseeing and coordinating all landscape construction activity, from calculation and collection of fees to project acceptance and turnover to the City. The duties and responsibilities are carried out with moderate independence within the framework of established policies, procedures and guidelines.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Prepares and provides technical information for request for proposals for all phases of landscape projects.
2. Oversees the implementation of plans and specifications of assigned contracts for landscape construction and maintenance on city-owned parkways, medians and other open spaces; writes specifications and reviews bid documents for landscape and urban forestry maintenance contracts.
3. Inspects assigned rights-of-way, greenbelts and other planted open-space areas; notes maintenance deficiencies including trash, overgrown or improperly maintained vegetation, broken equipment,

changes in pedestrian traffic, and unsafe or potentially unsafe conditions, and makes recommendations for their correction.

4. Communicates with contractors in person, over the telephone and/or in writing to correct construction and maintenance deficiencies and provides feedback on contract performance.
5. Acts as liaison with utility and outside agency field supervisory staff, to coordinate and resolve potential conflicts with their operations. Represents Special Districts in recurring agency utility coordination meetings. Monitors Underground Service Alert advisements, and assigns staff to mark out location of parkway underground irrigation infrastructure.
6. Receives reports from citizens, homeowner association representatives and others regarding problem maintenance conditions in Special Districts landscape service areas; uses independent judgment and decision-making skills to investigate and determine necessary corrective action, if any; arranges for contractors to resolve issues.
7. Plans, implements and monitors maintenance programs through contractors.
8. Inspects installation of new landscape projects to ensure projects are completed expeditiously in accordance with approved plans and specifications; generates punch lists of work to be modified or completed for contractors and/or developers.
9. Conducts pre-construction and construction meetings; reviews, verifies and approves monthly invoices.
10. Maintains records of maintenance activities including contractor performance and maintenance problems; prepares periodic reports for review by City officials; reviews and recommends approval of contractor invoices for services rendered or equipment and supply purchases; develops cost estimates and projections for use in annual operational budget preparation.
11. Performs plan check and oversees and coordinates technical plan check and design services performed by the City's retained consultants for landscape development projects; reviews and comments on all plans for appearance and maintainability, plant selection and placement, irrigation design and other elements; ensures appropriate conditions of approval are incorporated; works with other divisions and public agencies regarding plan requirements, including requirements for use of reclaimed water; monitors and tracks plans through the submission and approval process; within authority limits, approves plans for the division, obtains other division plan sign-off and calculates, collects and records fees and estimates.
12. Serves as liaison to and works with developers, landscape architects, and landscape contractors to resolve discrepancies and deviations and ensure requirements are met; provides information on City landscape guidelines, policies and procedures; recommends appropriate action with regard to corrections, bonds, release of bonds and final plan acceptance.
13. Oversees and coordinates landscape construction for approved projects; schedules and conducts pre-construction meetings; monitors progress and may participate in inspections to identify problems and issues requiring modifications to plans; maintains project documentation; recommends acceptance of completed projects and facilitates turn-over to the City.

14. Serves as the division's representative on the Project Review Staff Committee; provides input and recommendations on landscape-related conditions of approval; participates in the annual review of City standards, details and specifications applicable to areas of responsibility.
15. Plans, organizes, supervises, coordinates and evaluates the work of assigned staff engaged in administering landscape services, capital improvement and ancillary contracts; with staff, develops, implements and monitors work plans to achieve assigned goals and objectives; contributes to development of and monitoring of performance against the annual division budget; participates in developing, implementing and evaluating work programs, plans, processes, systems and procedures to achieve department and City goals, objectives and performance measures consistent with the City's quality and service expectations.
16. Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving City and department objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.
17. Develops construction specifications.
18. Develops and administers operational budgets for landscape maintenance service areas.
19. Coordinates with CDF, HazMat and Environmental Health to identify and remove hazardous waste from City rights-of-way; ensures hazardous materials are disposed of within the proper timeframe.
20. Coordinates the section's activities with other City divisions and departments, and with outside agencies.
21. Orders and maintains an adequate inventory of parts, tools, materials, equipment and supplies.

#### **OTHER DUTIES**

1. Participates in the selection and supervision of professional irrigation, landscape design and plan check consultants; reviews and approves payment of consultant invoices; monitors budget and actual expenditures for professional services.
2. Participates in compiling time and cost data for use in developing the division budget.

#### **QUALIFICATIONS**

##### **Knowledge of:**

1. Principles and practices of accepted public works landscape architecture and design, irrigation systems design, construction and maintenance.
2. Horticultural principles, practices, techniques and methods.
3. Landscape construction and maintenance practices, techniques, terminology and methods.
4. Plant materials appropriate to parkway, median and open space landscaping and their characteristics in meeting City standards for sustainability, maintainability and affordability.

5. City policies, procedures, standards, details and specifications applicable to landscape projects and irrigation guidelines and specifications.
6. Methods and techniques for resolving conflicts and disagreements as they apply to plan check processes.
7. Principles and practices of public administration, including budgeting, contracting and maintenance of public records.
8. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility, including the Public Contracts Code.
9. State pesticide, herbicide and fertilizer use guidelines and rules.
10. Principles of storm-water pollution abatement and rules and regulations regarding recycled water usage.
11. City landscape Principles and practices of sound business communication, effective management and supervision.
12. City human resources policies and procedures and labor contract provisions.

**Ability to:**

1. Perform comprehensive review and analysis of landscape development plans, designs and details to identify modifications required to meet City standards.
2. Apply landscape design, horticultural and irrigation principles and practices to resolve problems with development project elements.
3. Understand, interpret, explain and apply City policies, procedures and standards applicable to landscape development projects.
4. Prepare clear, concise and comprehensive plan comments, correspondence, reports, written materials and other documents appropriate to the audience.
5. Communicate effectively, orally and in writing; present conclusions and recommendations clearly and logically.
6. Maintain files, records and documentation.
7. Exercise independent judgment and initiative within established guidelines.
8. Establish and maintain effective working relationships with department managers, staff of other departments, representatives of other governmental agencies, contractors, developers, consultants, the public and others encountered in the course of work.
9. Organize, set priorities and exercise sound independent judgment within areas of responsibility; ensure timely movement of project plans through the plan check and approval process; coordinate effort with other divisions, City departments, utilities and regulatory agencies.

10. Establish and administer landscape construction and maintenance contracts in accordance with contract requirements and all applicable legal and other requirements.
11. Read and interpret civil engineering and landscape architectural plans and specifications.
12. Analyze proposed state and local legislation to determine impacts on the City's landscape program.
13. Use and operate computers and standard business software.
14. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or GED equivalent; and at least six years of progressively responsible work experience in landscape design and installation, horticulture or a related field, at least two of which were in a lead capacity; or an equivalent combination of training and experience. An AA or BS degree from a four-year college or university with an emphasis in public or business administration, horticulture, landscape design, or a closely related field is desirable.

**Licenses; Certificates; Special Requirements:**

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

Possession of, or the ability to acquire within six months of date of hire, a Qualified Applicator Certificate or License issued by the State of California Department of Pesticide Regulation and a National Pollutant Discharge Elimination System certification.

A Landscape Irrigation Auditor Certification, a Certified Arborist credential, a Landscape Irrigation Designer Certificate, a Landscape Water Manager Certificate and a State Landscape Contractor's License are desirable.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee 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 sit, talk and hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand, walk, climb or balance; stoop, kneel, bend, and crouch or crawl.

Specific vision abilities required by this job include close vision, distance vision, depth perception, peripheral vision and the ability to distinguish basic colors and/or shades and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; observe and interpret people and situations; use math/mathematical reasoning; learn and apply new information or skills; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with City management, staff, contractors, developers, consultants, the public and others encountered in the course of work, many of whom who are dissatisfied or upset.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works under both typical office conditions and field conditions where they are exposed to outside weather conditions, work near traffic and moving equipment, work on uneven or slippery surfaces, are exposed to wet and/or humid conditions, and where the noise level is moderately loud.