



Landscape Maintenance Manager

Department/Division:	Parks and Recreation
Reports To:	Director of Parks and Recreation
Provides Direction To:	Landscape Maintenance Supervisor, Landscape Maintenance Workers and Equipment Operator
Revised:	June 22, 2022

GENERAL PURPOSE

Under administrative direction, plans, organizes and manages the services of the Landscape Maintenance Division; manages the development, maintenance and servicing of City parks, grounds, parkways, medians, street trees, recreational trails, open spaces, and rights-of-way; manages irrigation systems and weed abatement to include pesticide and herbicide applications; develops division objectives; administers the tree trimming contract; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Landscape Maintenance Manager is a division manager within the Landscape Maintenance Division of the Parks and Recreation Department. The incumbent exercises supervision over maintenance workers, and assigned community service volunteers, and monitors contract labor. This position oversees a broader range of division functions and exercises a greater scope of supervision than the Landscape Maintenance Supervisor.

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 position.

1. Plans, organizes, manages and evaluates the operations of the Landscape Division; establishes and reviews division objectives, standards and procedures.
2. Prepares, monitors, and manages the Landscape Division budget and recommends and evaluates capital, personnel and operating budget outlays.
3. Manages the selection, training, supervision and evaluation of division employees; develops work schedules and plans crew assignments.

4. Conducts site inspections of parks, medians, trails, and open spaces to monitor the work of contractors and staff.
5. Investigates and evaluates service requests and public complaints; prioritizes remedial work to be performed.
6. Completes work load and labor cost projections for in-house projects and crew assignments; coordinates work projects with other divisions and departments.
7. Prepares and analyzes bid specifications, draft contracts, grant reports, staff reports, and other types of records and correspondence.
8. Reviews and modifies work standards and procedures in accordance with performance and safety requirements.
9. Communicates official plans, policies and procedures to staff and the general public in assigned area of responsibility.
10. Prepares written correspondence and monthly, quarterly and annual reports.
11. Attends Commission and City Council meetings as division representative.
12. Serves on-call and works on week nights, weekends, and holidays, as needed, in order to coordinate or respond to maintenance incidents, seasonal weather hazards, and other special needs.

QUALIFICATIONS GUIDELINES

Knowledge of:

Effective supervisory and management practices; principles, practices, methods, materials and equipment used in landscape program operations and capital project management; methods of making effective oral and written presentations; customer service and conflict resolution techniques; horticulture to include recognition, use and care of a variety of grasses, shrubs, trees and ornamental plants; applicable Federal, State and local laws and regulations as they relate to landscaping issues and legal issues related to areas of responsibility; City codes and department policies; safety regulations, practices and procedures; budgeting methods and procedures; contract administration practices.

Ability to:

Plan, organize, manage and evaluate Landscape Division operations; use independent judgment and initiative; interpret and apply applicable laws and City and division/department rules and regulations; select, train, supervise and evaluate division employees; initiate and carry out required procedural assignments; adhere to multiple deadlines and handle multiple projects; communicate effectively both orally and in

writing; research and prepare performance reports, correspondence and budget recommendations concerning personnel, materials and equipment utilization, capital outlays and safety practices; understand and demonstrate operations of aerial lift trucks, backhoes and loaders, forklifts, chemical sprayers, pressure washers, irrigation controllers, and related field equipment; establish and maintain effective relationships with those contacted in the course of work; use a personal computer and applicable software; inspect work areas; and use equipment and tools properly and safely.

Education/Training/Experience:

Equivalent to Bachelor's degree in Business Administration, Public Administration, Operations Management, Landscape Architecture or a related field; technical training or certification in Horticulture, or a closely related field is highly desirable; and eight or more years of progressively responsible experience in the development, maintenance and servicing of parks, medians, irrigation systems and landscaped areas, including two years of supervisory experience.

Licenses; Certificates; Special Requirements:

A valid Class C California Driver's License and the ability to maintain insurability under the City's vehicle insurance policy. Certified Playground Safety Inspector license is required.

Backflow device tester's Certification from Los Angeles County Department of Health is desirable.

Qualified Applicator's Certificate with the State of California is desirable.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees 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 use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear; walk; sit; and occasionally climb or balance; stoop, kneel, crouch or crawl. The employee occasionally lifts and/or move records and documents weighing up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with City staff, other organizations and the public; occasionally required to deal with dissatisfied or quarrelsome individuals.

WORK ENVIRONMENT

The employee regularly works in both outside weather conditions and an office setting. The employee is exposed to traffic, and wet or humid condition. The noise level is typically moderate and below 85 decibels.