



Landscape Maintenance Supervisor

Department/Division:	Parks and Recreation
Reports To:	Landscape Maintenance Manager
Provides Direction To:	Landscape Maintenance Worker I and II and Equipment Operator
Revised:	June 29, 2022

GENERAL PURPOSE

Under general supervision, assigns, coordinates, and supervises the work of City crews engaged in maintenance, construction, and development of parks, trees, parkways, trails, and open space on City property. Monitors budgets and schedules, and inspects work; oversees contract work, prepares reports, and completes administrative tasks; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Landscape Maintenance Supervisor represents a supervisory level classification of the Landscape Division of the Parks and Recreation Department. The incumbent receives assignments from and reports to the Landscape Maintenance Manager. This position is distinguished from the Landscape Maintenance Worker II by its supervisory responsibility over the work crews.

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. Lays out, assigns, coordinates, and supervises the work of crews performing park maintenance, tree maintenance, construction, irrigation, mowing, pest control, and other functions.
2. Establishes work schedules, determines work priorities, trains personnel, conducts performance evaluations, and enforces safety personnel.
3. Inspects the work of staff and contractors and monitors the proper use of materials, equipment, and work methods in meeting quality standards and specifications.

4. Estimates time and staffing needs for specific assignments; assists the Landscape Maintenance Manager in planning, prioritizing, and scheduling routine and special work and projects.
5. Compares work in progress and completed results for conformance with design and contract requirements.
6. Assists the Landscape Maintenance Manager in budgeting for equipment, materials, supplies, and personnel for the Landscape Maintenance Division.
7. Installs and maintains irrigation systems; conducts backflow testing, and pest control application work, as needed.
8. Diagnoses landscaping and tree maintenance problems and appropriate responses to service requests.
9. Reviews and maintains complete and accurate records of time, materials and parts used, and work performed.
10. Performs various landscape maintenance tasks as required.
11. Responds to emergency situations in the City as required.
12. May operate equipment used in parks, parkways, and tree maintenance work when necessary.

QUALIFICATIONS GUIDELINES

Knowledge of:

Thorough knowledge of the methods and principles of leadership, management, supervision, budgeting, and customer service; considerable knowledge of application and safe use of all pesticides, weed inhibitors and other products; complete working knowledge of methods and procedures used in all phases of park maintenance and tree services, including such tasks as tree planting, general landscape, irrigation, trimming and removal of landscape; knowledge of principles and methods of propagating, pruning, cultivating, caring for and maintaining shrubs, flower, turf and trees; knowledge of light and heavy equipment used in parks and trees maintenance; use of computer hardware and software relating to scheduling, operation, and record keeping practices.

Ability to:

Assign, supervise and plan the work of personnel engaged in landscape maintenance activities; provide training to maintenance personnel; operate a wide range of light to medium power-driven equipment; read and interpret drawings, plans, blueprints, and specifications; maintain records and prepare reports; assist in the preparation of the department budget; establish and maintain effective working relationships with those

contacted through course of work, including staff, management, contractors, and vendors.

Education/Training/Experience:

Graduation from high school or equivalent. Completion of college coursework leading to an Associate of Arts degree in horticulture is desirable. Five or more years of increasingly responsible experience in landscape maintenance, including sports fields, playgrounds, parks, open spaces, and trails, including the operation of power-driven equipment and lead or supervisory responsibilities.

Licenses; Certificates; Special Requirements:

Valid Class C California driver's license, acceptable driving record, and proof of insurance in compliance with the City's Vehicle Insurance Policy standards.

Backflow Prevention Assembly Tester Certification from the Los Angeles County Department of Health is desirable.

Qualified Applicator's Certificate for pest control purposes from the State of California is desirable.

Municipal Certified Arborist from the International Society of Arborists is desirable.

Utilize Personal Protective Equipment (PPE) required for work assignments.

This position may work on-call and respond to City emergency and maintenance needs.

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; climb or balance; stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and move materials, tools and equipment weighing up to 100 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 outside weather conditions. The employee frequently works near moving mechanical parts, and is exposed to traffic, wet or humid conditions, and vibration. The employee occasionally works in high, precarious places and is exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level is frequently loud in working with trimming, stump grinding, tree removal, and chipping equipment.