

CITY OF REDWOOD CITY LANDSCAPE SUPERVISOR

DEFINITION

Under the general direction of a Parks, Recreation and Community Services Manager, this position plans, organizes, directs, supervises and reviews the activities of assigned crews in the maintenance and development of park and median landscaped areas; to perform technically complex maintenance duties and to provide responsible and technical staff assistance as needed.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the PRCS Manager. Responsibilities include direct and indirect supervision of landscape personnel and related technical staff in an assigned section.

EXAMPLE OF IMPORTANT AND ESSENTIAL DUTIES – Duties may include, but are not limited to the following:

1. Plan, direct, coordinate, supervise the work of the Landscape Maintenance Section within the Parks, Recreation and Community Services Department.
2. Assist in the hiring of Landscape Maintenance Section staff.
3. Supervise, train and evaluate the work of subordinates.
4. Evaluate subordinates' work performance and prepare required reports.
5. Oversee, coordinate and implement safe work procedures for assigned work unit or section.
6. Review work and program needs, schedule personnel and equipment in accordance with job requirements.
7. Schedule, plan and coordinate personnel, equipment and supplies to complete designated tasks.
8. Prepare requisitions for materials and supplies; assist in preparing equipment and program specifications.
9. Operate and transport heavy equipment including truck and trailer combination, water truck, backhoe and other equipment as may be required for a variety of landscape maintenance and repair operations.

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10. Plan, supervise and evaluate the work of independent and/or general contractors as assigned.
11. Perform a variety of field maintenance and system repairs as may be required.
12. Provide Commercial Driver's training to subordinates as well as employees of various departments as required.
13. Inspect project sites to evaluate work process and quality; resolve work problems; determine additional needs; assure continuous support and follow-up.
14. Inspect contractor's work and verify work and billing for payment.
15. Evaluate work progress, resolve work problems and determine additional needs on an ongoing basis.
16. Collect and analyze information; complete and maintain a variety of records and reports.
17. Assist in preparation of the section budget for review by the Manager.
18. Prepare budget estimates and other requested reports.
19. Keep abreast of knowledge and maintain contact with the latest technology and apply to section.

OTHER JOB RELATED DUTIES

1. Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Materials, methods practices and equipment used in landscape maintenance, landscape construction and general building construction activities.

Basic carpentry, electrical and plumbing skills.

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Occupational hazards and standard safety precautions necessary in the work place as outlined in SB198 (Americans with Disabilities Act).

Principles and practices of supervision, budgeting, and personnel management.

Horticultural practices and familiarity of municipal landscape practices.

Basics of concrete construction and inspection practices.
Principles and practices of administration, budget and personnel management.

Hazards and accepted safety precautions in the construction trades.

Safe driving principles and practices.

Ability to:

Plan, organize, direct, review and supervise the work of employees in the Landscape Maintenance Section.

Evaluate maintenance needs and problems; identify materials and resources required to solve problems.

Assist in the preparation of the section budget for review by the Manager.

Read and interpret plans and specifications, work from sketches, penciled layout and blueprints, prepare plans for minor projects.

Prepare and maintain a variety of records and reports.

Supervise, train, develop and evaluate full-time and part-time employees.

Understand and carry out both oral and written instructions in an independent manner.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

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

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Make decisions and communicate the decision process and outcomes with subordinates and management team.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Operate equipment used by crews to assist when necessary.

Operate and transport heavy equipment including truck and trailer combination, water truck, backhoe and other equipment as may be required for a variety of landscape maintenance and repair operations.

Experience and Education:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience in landscape maintenance and construction, including some lead supervisory experience.

Education:

Equivalent to the completion of the twelfth grade supplemented by college or technical training specializing in horticulture or park maintenance.

Other Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment, sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb, and lift 50 lbs.; exposure to outdoors confining work space, electrical hazards, chemicals, dust and mechanical hazards; and some ability to travel to different sites.

Licenses or Certificates:

Possession of, or ability to obtain, a valid California Class "A" driver's license.

Possession of a Qualified Applicator's Certificate is highly desirable.

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Effective Date: July 14, 2009

Bargaining Unit: Redwood City Management Employees Association